

JOB DESCRIPTION

General Job Title: Childcare Assistant

Original Date: 12/30/2017

Revised Date

Unit: Community Health Outreach Programs

Department: CHOP

Basic Function and Scope of Responsibilities:

Provide childcare in support of various family programs conducted by Community Health Outreach Programs (CHOP).

Principal Responsibilities:

1. Provide direct supervision of children between 6 months to 10 years old.
 2. Provide and assist children with safe and age appropriate activities.
 3. Prepare classroom and snacks prior to children's arrival.
 4. Possess a calm and professional demeanor when working in a high energy environment
 5. Other duties as assigned.
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Education Requirements: Check the minimum level of formal education that is required to perform this job satisfactorily.

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| <input checked="" type="checkbox"/> High School Diploma or GED - Required | <input type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> Vocational School or some college courses | <input type="checkbox"/> Master's Degree |
| <input type="checkbox"/> Associate's Degree, Trade or Technical School | <input type="checkbox"/> Doctoral Degree |

List specific examples of degree(s), area(s) of study, and/or licensure(s), denoting (R) if required or (P) if preferred

Training, Skills, Knowledge and/or Experience: List specific examples:

1. Six months professional experience working with children between 6 months and 8 years old (nanny, childcare center, preschool) preferred.

LICENSES, CERTIFICATES, OTHER REQUIREMENTS:

1. Current First Aid/CPR with infant endorsement
 2. Successfully clear a Washington State Patrol Background Screening.
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Supervisory Responsibility:

No supervisory responsibility

Provides guidance, leadership, or training to other employees (no direct supervision)

Directly responsible for supervising non-exempt, clerical, or office administrative personnel

Directly responsible for supervising exempt, professional, or technical employees

Directly responsible for supervising supervisory/managerial employees

Organizational Structure:

Job Title to which this position reports: Community Health Outreach Program (CHOP) Director

Job Titles directly reporting to this position:

Job Titles indirectly reporting to this position (e.g. Titles reporting to position's subordinates):

Working Conditions:

Please describe the following work conditions that are generally required to execute the principal duties of this position

Physical surroundings (e.g. office equipment): General office environment, school settings and community functions.

Adverse working environment (e.g. specify extent of exposure to noise, extreme temperature, dirt, dangerous machinery, or other hazardous conditions requiring safety adherence and/or PPE equipment): None

Physical Effort: (Specify repetitive lifting, bending, stooping, or other physical effort required): Must be physically able to sit for extended periods of time, up to 8 hours per day. Must be able to reach, push and pull with arms and hands. May be required to lift up to 25 pounds on occasion.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. United General District 304, reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.
