

JOB TITLE: Afternoon On Call Childcare Specialist
REPORTS TO: Director
HOURS: 2-6 pm Weekdays
PAY: \$13-15/ hour for time at work; \$5 on call pay



POSITION SUMMARY

Childcare Specialists will provide direct care to at risk children, newborn to 12 years of age in a child/staff ratio of 3:1. Childcare Specialists will provide a safe, healthy, loving, and nurturing care environment, which fosters physical, social, personal, creative, and language development in children.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide direct care and supervision to the children in the Ivy House's care.
- Positively and professionally interact with parents and members of the community.
- Provide care for the physical, social and emotional needs of the children.
- Prepare and serve meals or snacks as scheduled.
- Follow the daily schedule of the Ivy House.
- Maintain a healthy and nurturing care environment.
- Document children's activities and behaviors on a childcare log.
- Communicate effectively.
- Model a flexible attitude and respect diversity, culture, and lifestyle of staff, volunteers, and children.
- Respect and always maintain the confidentiality of children and families.
- Light housekeeping and laundry duties.
- Administer medications when necessary.
- Perform Child Health Assessments when necessary.
- Ensure that Ivy House policies and procedures are being followed during assigned shifts.
- Complete intakes and discharges proficiently.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS:

All Childcare Specialists must be 21 years of age or older.

All Childcare Specialists must pass a background check.

EXPERIENCE

- Experience working with children.
- High School Diploma or equivalent.

SKILLS/KNOWLEDGE/ABILITIES

- Dependable and Reliable
- Understanding and sensitive to the needs of young children/families in crisis.
- Ability to provide positive and nurturing care to children.
- Strong communication skills.
- Carry out group and individual activities.
- Ability to problem solve under pressure and to do multiple tasks.
- Team player.

Minimum Physical Requirements:

- Ability to lift 40 pounds.
- Ability to sit on the floor with ability to rise quickly.
- Ability to hear a child speaking or crying.

ENVIRONMENT AND SCHEDULING

- Hours are on-call, 2-6 pm Monday through Friday.
- On call stipend of \$5 per hour will be provided for the hours not worked.