

IVY HOUSE: CHILDCARE SPECIALIST



JOB TITLE: Afternoon On Call Childcare Specialist
REPORTS TO: Director
PAY: \$13-15/ hour for time at work, DOQ | \$5/ hour for time on call

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. Specialists receive training and shadow other childcare specialists before working on their own.

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.

SHIFTS NEEDED

- All shifts work on call and are required to be within half an hour of Ivy House while on call. On call pay is \$5 / hour.
- When children are present, childcare workers are at Ivy House and receive full pay. When applying, note which shift you desire:
 - Every other weekend (6 am Saturday to 10 pm Sunday)
 - Afternoon (2-6 pm, Monday through Friday)
 - Float (sign up for any open timeslots as your schedule permits) Minimum of four shifts per month.

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.