

## **Ivy House: Lead Childcare Provider**

Sharing God's love with families by providing a safe and caring place for kids to stay.



JOB TITLE: ~~000~~ Lead Childcare Provider

REPORTS TO: Director

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### POSITION SUMMARY

The Lead Childcare Provider will oversee the childcare program at Ivy House. The main responsibility for this role is to provide direct care to at-risk children, newborn to 10 years of age in a child/staff ratio of 3:1 during daytime hours. The Lead Childcare Provider will provide a safe, healthy, loving, and nurturing care environment, which fosters physical, social, personal, creative, and language development in children. The other aspect of this position will be to plan children's activities based on child development knowledge, design the learning environment, and implement and supervise developmentally appropriate learning.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide direct care and supervision to the children in the Ivy House's care.
- Plan and prepare craft activities for the children.
- 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 Ivy House.
- Maintain a healthy and nurturing care environment.
- Document children's activities and behaviors on a childcare log.
- Communicate effectively.
- 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 followed during assigned shifts.
- Complete intakes and discharges proficiently.
- Perform other duties as assigned.

### SHIFTS NEEDED

- When we have children onsite: daytime hours, 6am-2pm, or any hours in-between

### MINIMUM REQUIREMENTS:

- All Childcare Specialists must be 21 years of age or older.
- All Childcare Specialists must pass a background check.

- Must meet at least one of the following requirements as determined by DHS Rule 2 (refers to the set of state rules and laws governing Family Child Care (FCC))
- Family Child Care provider (FCC) :
  - A minimum of 1 years' substantial compliance with Rule 2 as a licensed Family Child Care (FCC) provider.
  - A minimum of 6 months' substantial compliance with Rule 2 as a licensed FCC provider; and 30 hours of childcare, health, and nutrition sharing; and a minimum of 520 hours of experience as an assistant teacher, student teacher, or intern in an elementary school or licensed childcare center, or as an assistant adult caregiver in a licensed group FCC program.
  - A minimum of 6 months' substantial compliance with Rule 2 as a licensed FCC provider; and 30 hours of child development or early childhood education training and a minimum of 520 hours of experience as a licensed practical or registered nurse.
  - Completion of a 2-year child development or early childhood education associate or certificate program at an accredited college or university.
  - Completion of a 9-month child development assistant program at an accredited technical college.
  - Current Level 1 or Level 2 pre-K license from the Department of Education.
  - Kindergarten-6<sup>th</sup> grade teaching degree from an accredited university or college that includes at least 30 hours of child development training.

#### EXPERIENCE

- Experience working with children in a school or childcare setting.
- Experience working with children of all backgrounds.
- Knowledge of child development preferred.

#### SKILLS/KNOWLEDGE/ABILITIES

- Dependable and Reliable.
- Team leader.
- Organization skills.
- 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.

#### Minimum Physical Requirements:

- Ability to lift 40 pounds.
- Ability to sit on the floor with ability to rise quickly.