



Bay Area Turning Point, Inc.

Job Title: Child Care Provider (2 Positions)	Job Code:
Department: Administration	Reports to: Shelter Manager
Effective Date:	FLSA Status: Non-Exempt

Position Overview

Hours: 40-45 hours weekly minimum or as necessary to achieve program objective, tasks, activities, responsibilities and to effectively document outcome measures and variations.

Summary Description: Assist the Children Services Manager with children's services, to promote character development, advocacy, parenting skills, anti-victimization and to develop skills for self-sufficiency in adulthood. Provide supervised and structured childcare to children in shelter.

Essential Duties and Responsibilities

- Provide supervised and structured childcare to children in shelter.
- Be knowledgeable and follow the minimum standards for Shelter – Licensed Childcare
- Supervise the children placed in the childcare program to include safety and inter-personal behaviors
- Assist the Children Services Manager in preparing structured activities for children in childcare
- Implement and supervise structured child care activities, including the oversight of participating volunteers
- Be aware of the acting out behavior of children and the associated indicators of a problem
- Inform the Children Services Manager of the indicators you have observed so that he/she may assess further
- Model positive inter-personal relationship skills to children, parents and volunteers
- Model positive and behavior modification techniques. Seek assistance from the Children Services Manager
- Oversee the personal hygiene needs of children placed in childcare
- Oversee meals and snacks served to children in childcare
- Pick up and drop off of children in daycare to their respective bus routes during the school year
- Participate in field trips and special activities scheduled during childcare
- Ensure that all agency/program policies and procedures are followed during all childcare activities
- Daily, at the end of childcare, organize and clean the children's room and other building areas used during childcare; wash and put away clothing and linens kept in the childcare areas. Sanitize all toys typically played with by small children who generally place these items in the mouth
- Twice weekly, per an established schedule, sanitize all toys used in childcare
- Check and respond to emails at least 1 time per shift
- Participate as requested in file documentation of children participating in childcare
- Other duties as requested

SUPERVISION:

- Serve as the supervisor and "teacher" of the volunteers participating in childcare.
- Assist the Children Services Manager in evaluation of each child to determine individual need(s)
- Attend staff meeting as requested
- Demonstrate leadership, communication and problem-solving skills in a manner, which encourages and empowers residents, volunteers and co-workers. Exhibit a "team work" approach

REQUIRED SKILLS/QUALIFICATIONS:

- Experience in working in a childcare facility environment
- Ability to make independent decisions that benefit residents, facilities, staff and the Agency as a whole; to communicate effectively; oral and written; detail oriented; handle multiple tasks and prioritize changing workload and ability to remain calm in a crisis

- Possess sensitivity and knowledge about the issues of family violence, sexual assault/abuse, homelessness, understanding of the Agency and its services/programs; understand "child advocacy" and empowerment; sensitivity to diverse genders, issues, beliefs of residents.
- Ability to endure tasks that require mobility and keep up with the demands of active children
- Exhibit an enjoyment of children
- Calmness in crisis and "flurry of activity"
- Able to manage and tolerate noise levels and multiple needs of children in a group setting
- Ability to lift/carry/move a minimum of 40 lbs. for an extended distance
- Must provide proof of and have the ability to maintain personal automobile insurance
- Must have a clean driving record
- Must be insurable
- Must have at least 2 years of verifiable driving experience.

Education and Other Requirements

Minimum Education

- High School Diploma

Physical Requirements

- Physical exertion includes bending, pushing, standing and walking. Must be able to move or lift approximately 40 pounds (i.e. file boxes, overhead projector, etc.)
- Ability to speak clearly and distinctly
- Good vision and good hearing acuity (with glasses and hearing aids, if necessary)
- Skill in use of computer screens and manual dexterity and skill in use of keyboard

Staff/Volunteer and Community Relationships

- Works cooperatively with BATP staff, volunteers, customers and representatives of other organizations; conducts all business in a courteous, professional manner

Other

- Must be able to work on a flexible schedule when needed
- Must have reliable transportation
- Must have valid Texas State Driver's License
- Must be a quick learner, be detailed oriented

I have read and understand the essential job functions that have been outlined in the above job description for Bay Area Turning Point.

Employee Signature

Date

Supervisor's Signature

Date

06/2014; 8/2016; 01/12/18
Child Care Provider

HR use only	
Job code	
Job Classification	
Management? (Yes/No)	No
Last revised	01/12/18

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Send Inquiries with Resumes to: hr@bayareturningpoint.com