

Bay Area Turning Point, Inc.

Job Title: Child Care Provider	Job Code:
Department: Client Services	Reports to: Shelter Manager
Effective Date:	FLSA Status: Non-Exempt

Position Overview:

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

Summary Description: Our child care facility is looking for a caring, compassionate Child Care Provider who has experience caring for children ages six weeks to 17 years. We are committed to providing top quality care and education for children who are enrolled in our program. Our goal is to enhance the lives of every child that attends our facility.

Essential Duties and Responsibilities:

- Supervise and monitor the safety of all children signed in to Bay Area Turning Point Childcare
- Assist with distribution of prepared meals and monitor children during mealtimes and snacks
- Help children keep good hygiene to include changing clothes of children and diapers of infants and toddlers
- Adhere to organized activities and implemented curriculum that allow children to learn about the world and explore interests in a safe and sanitary environment
- Adhere to developed schedules and routines to ensure that children have enough physical activity, rest, and playtime
- Watch for signs of emotional or developmental problems in children and bring the problems to the attention of parents and outlined agency staff.
- Keep records of children's progress, routines, and interest
- Adhere to a developed cleaning routine throughout the day that keeps all of the interactive areas sanitary and safe
- Work with outlined agency staff to maintain communication with parents and contact parents in emergency situations
- Pick up children enrolled in childcare from their respective bus routes during the school year
- Attend and assist with preparation of field trips and special activities for children in enrolled in childcare
- Adhere to and ensure that all agency/program policies and procedures are followed at all times
- 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 played with by children who 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
- Attend staff meetings as requested
- 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.
- Supervise all children six weeks to 17 years of age enrolled in childcare 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 and Qualifications:

- High school diploma/GED required
- Experience in working in a childcare facility environment
- Must possess valid CPR and First Aid certifications
- Ability to pass background check and drug screening required
- Ability to endure tasks that require mobility and keep up with the demands of active children
- 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/be insurable/have at least 2 years verifiable driving experience

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; 11/12/18
Child Care Provider

HR use only	
Job code	
Job Classification	
Management? (Yes/No)	No
Last revised	11/12/18

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@bavareturningpoint.com