



Shawna Johnson  
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**Working together we influence the development of whole communities.**

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## **JOB DESCRIPTION**

### **Childcare Assistant**

REPORTS TO: Program Manager and Lead Childcare Provider  
PAY RATE: \$12 - \$14/hr DEO  
EMPLOYMENT: Part time – 11 weeks during parenting classes –3 hrs a week

Child care providers work as a team with the parent educator and other providers to deliver a quality family experience for participants of parenting education classes, workshops, and events.

Providers must be able to work with children and adults in a respectful manner, modeling appropriate interactions to encourage and reinforce positive parenting techniques.

#### **JOB DUTIES**

- Provide a safe nurturing environment for children 0-10 years old.
- Provide quality child care for parent education, meetings, and workshops.
- Use positive child guidance and supervision in a consistent, positive manner.
- Prepare a variety of age appropriate activities to keep children engaged.
- Maintain regular communication with parent educator and parents about child illness, accidents, or behavior issues. Communicate with supervisor about issues such as behaviors, facilities or materials. Fill out incident forms as needed.
- Set up area prior to class and clean up afterward- leaving the classroom as found. May include sanitizing toys and materials used by children.
- Must maintain written records including but not limited to tracking attendance.
- Must maintain program and client confidentiality policies.
- Understands and utilizes mandatory reporter laws as needed.
- Other related duties as assigned.
- Give advanced notice of any absences so a suitable substitute may be found.

#### **Qualifications**

- **Must pass a criminal background check prior to first day on the job.**
- Must take the mandatory reporting class or have certificate.
- Experience working with young children.
- Minimum age is 15 years old.
- Bi-lingual, Spanish/English a plus.
- First aid/CPR card or at least one provider in the room must have a valid card.
- Current food handler card if snacks are served.
- Work as a team, and with families from diverse populations.
- Ability to communicate effectively with children and adults.
- Ability to participate in regular kneeling, stooping, bending, sitting on floor, and standing for long periods of time.
- Ability to lift up to 50 lbs.
- Ability to read out loud.
- Legible handwriting.

If you have any further questions about Todos Juntos or this position, please feel free to call Shawna Johnson, Program Coordinator 503-341-3381.