

**Bristol Bay Native Association
Position Description**

JOB TITLE: Caregiver: Child Care Center

OBJECTIVE: To assist the teacher in following a daily curriculum of activities and help keep a safe environment for playing and learning for young children.

QUALIFICATIONS:

Candidates must demonstrate their ability to accomplish the *Essential Job Results* stated below. **Job knowledge / documentation required:** High school education or equivalent. Minimum 18 years of age. One year experience in an early childhood learning center is preferred. Willing to learn about young children and their developmental needs and learning styles. Ability to follow directions. Willing to take course work towards earning a degree in Early Childhood Education. Candidates must meet the eligibility criteria of the Alaska Barrier Crimes regulations as a prerequisite to hiring; background clearance check including fingerprints. Will be required to obtain State required health documentation, CPR/First Aide. Ability to communicate effectively, both orally and in writing. Ability to provide positive role model and necessary support to children and parents/guardians. Familiarity with Bristol Bay area, people and culture. Requires physical ability to walk or run quickly, kneel or sit on the floor, bend, lift and walk over rough or uneven ground, sitting in child sized chairs, exposure to weather, lifting/moving heavy and/or bulky objects or children weighing up to 50 lbs.

Essential Job Results:

Maintains and promotes a safe and healthy environment for young children

by

- Ensuring no children are left unattended at any time.
- Supervising indoor and outdoor play areas in such a way that children's safety can be easily monitored.
- Learning and follow regulations, and procedures related to operating a Child Care facility including, food safety/nutrition, immunization, safe water, and precautions to prevent spread of disease.
- Following fire safety standards of fire prevention authorities and participating in emergency evacuation plan practice monthly.
- Assisting with required safety drills.
- Checking to be sure equipment and supplies are safe, durable, adequate and varied.
- Following appropriate discipline guidelines to include offering positive reinforcement and redirection, setting realistic expectations and clear, consistent limits.
- Meeting obligations as a Mandatory Reporter; promptly reporting suspected cases of child abuse or neglect to the proper authorities

Achieve Program Goals

by

- Understanding and following Alaska State Child Care licensing regulations, BBNA's organizational policies & procedures, and Child Care policies.
- Learning and follow regulations, and procedures related to operating a Child Care facility
- Understanding Parent Handbooks, Policies and Procedures and assisting with forms as needed.

Assist with Classroom Management

by

- Supervising indoor and outdoor activities, naps, and food service
- Providing direct child care, as prescribed in the Child Care curriculum and daily activity schedule.
- Assisting with daily personal hygiene of the children such as diapering, feeding, tooth brushing, toileting, hand washing and resting
- Helping with daily lesson plans, and preparation of materials and activities; following the Child Care established curriculum and daily schedule of planned classroom activities.
- Being prepared to take over the duties of the teacher if the teacher is absent
- Using positive behavior support strategies appropriate for early childhood settings
- Making sure children are in the presence of the required authorized staff/child ratio at all times.
- Maintaining a fun, safe environment which stimulates a desire for learning, independence and good self-esteem, respectful of gender, culture, language, ethnicity and family composition.
- Implementing all classroom and outdoor emergency, health and sanitation procedures.
- Occasional cleaning of classroom, which may require the use of broom, mop, and carpet sweeper, cleaning fluids and sanitizing agents
- Helping to coordinate meal and snack times in accordance with CACFP regulations.
- Helping to track attendance, health checks and following family contact procedures.

Ensures the presence of a well trained, qualified staff

by

- Being prompt and dependable
- Understanding the background clearance process and ensuring that children are not left alone with individuals who have not been issued clearance.
- Coordinating with center staff to ensure appropriate staff / volunteer scheduling to maintain required ratios: Infants 5:1, Toddlers 6:1
- Provide a positive role model and necessary support to staff and parents
- Helping to recruit and encourage volunteers and qualified classroom substitutes.
- Participate in required training, i.e., Recognizing and Prevention of Shaken Baby Syndrome, Preventing Sudden Infant Death, and Identifying Infant Toddler Developmental Levels and Needs.

Maintains safe and operational facilities, equipment , and adequate supplies

by

- Helping to keep a clean, safe, and healthy environment
- Assisting with required safety drills
- Helping to ensure that site is safe, accessible, free of fire hazards, and that play structures are sound.
- Alerting any needs for repair or safety concerns to Child Care Program Manager and Teacher.
- Learning and following fire safety procedures.

Keeps Management Informed

by

- Assisting with health and attendance records
- Helping to keep accurate child files in accordance with Child Care Program regulations

Establishes effective relationships with children, parents, members of the community, and staff

by

- Developing relationships with children that are consistent and supportive
- Helping to make parents feel welcome and part of the overall program

Protect program integrity and client privacy

by

- Agreeing to BBNA’s policy on confidentiality, keeping confidential information gained through employment secure, during and after this employment.

Travel in and out of region

by

- Scheduling well planned trips to provide services, participate in training , workshops and to exchange information. *Travel will be minimal for this position.*

Contribute to the overall team effort

by

- Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

WAGE: \$14.12 - \$18.11/hr

REPORTS TO: Child Care Program Manager

DUTY STATION: Dillingham, VAL Family Resource Center

Employee Acknowledgment Date

Supervisor's Signature Date

Human Resources Director Date

