**Voices of Hope Childcare Assistant**

**Job Description**

**Qualifications:**

Must be at least 19 years of age

Must have a valid driver’s license and current insurance

Childcare experience and/or Early Childhood Education is preferred.

CPR/First Aide certification also preferred

**Direct Services:**

Supervise children ages 6 months to 12 years with an emphasis on emotional and physical safety of each child

Ensure the environment is child friendly with safe and non-violent toys and videos

Maintain a safe and clean childcare room

**Training and Supervision:**

Training will be coordinated with the Children’s Services Coordinator and may include training from the Parent/Child Advocate, and lead Childcare Assistant

This position is supervised by the Children’s Services Coordinator

**Documentation:**

Document attendance on the Sign-In Sheets and the Weekly Childcare Logs

Document any injuries on the Incident Report form and report them immediately to the Staff On-Call

Ensure that parents of children utilizing childcare for the first time read, understand, and sign the Childcare Policies form

Document childcare room cleaning on the Cleaning Schedule

**Reporting:**

If abuse or neglect is suspected or reported, speak with the Staff On-Call immediately

**Special Projects:**

Special projects may be available if no children are in attendance during your childcare shift