

CAL-SAFE CHILD CARE ASSISTANT

Definition

Under supervision of the CAL-SAFE Site Supervisor, the Child Care Assistant is responsible for the care, instruction and supervision of infants enrolled in the CAL-SAFE Program.

Essential Responsibilities

1. Assist in the daily care of infants and toddlers enrolled in the program
2. Work with the CAL-SAFE Site Supervisor to develop and provide the educational program for the children
3. Communicate with the teen parents about the progress of their children
4. Chart the growth and progress of the infants and toddlers
5. Feed and clean the children in the program
6. Prepare light snacks for the children
7. Keep the classroom environment clean
8. Supervise the children on the playground
9. Make home visits when necessary
10. Provide basic first aid when needed
11. Perform any other duties assigned by Site Supervisor

Other Duties

1. Provide assistance with record keeping associated with the CAL-SAFE program
2. Assist with the development of policies and procedures related to the program

Qualifications

1. 6 units of Early Childhood Education (ECE) or Child Development (CD) or accredited HERO program (incl. ROP)
2. Possess and maintain a Clear California Drivers' License
3. Infant CPR/First Aid Certification

Experience

1. Successful experience working with infants and toddlers desired.
2. Ability to speak Spanish desired.

Five Year Requirement of Inservice Hours:

105 hours of professional growth

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach forward or above the head more than the average person. The employee must occasionally lift and/or move and push up to 50 pounds such as infants and toddlers. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, the ability to hear conversations in quiet and noisy environments and the ability to speak clearly in order to exchange information. The employee will frequently interact with the public and other staff. Some driving may be necessary.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to noisy. Work is performed mostly indoors with some outdoor work. The employee may be exposed to infection to a greater degree than the average person. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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