

MARYVILLE ACADEMY - JOB DESCRIPTION
CHILD CARE WORKER - CRISIS NURSERY

POSITION SUMMARY

Responsible for the day-to-day teaching, guidance, and supervision of all children, assisting with the maintenance and safety of the living environment of the program, and promoting the learning of desirable behaviors in a safe and nurturing environment according to the Crisis Nursery's Standard Operating Procedures.

ESSENTIAL FUNCTIONS

Child Care:

1. Assists with the Crisis Nursery's intake and discharge procedures.
2. Integrates all children into the Crisis Nursery program and the daily schedule.
3. Provides adequate supervision of all children at all times.
4. Utilizes appropriate interventions that are age appropriate and reflect the child's level of functioning.
5. Designs and implements individual and group activities.
6. Transports child(ren) in Maryville's van to various activities and in the case of a medical emergency.
7. Administers medication when necessary.
8. Performs any and all work related functions as assigned by a Crisis Nursery supervisor.

Communication:

9. Answers Help Line after normal business hours or when the Family Advocate Worker is not available.
10. Attends and participates in regularly scheduled staff meetings.
11. Reviews, documents entries into, and follows-up on the Communication Log.
12. Documents the child's daily activities on the Child Care Daily Log.
13. Completes Employee and Significant Incident Reports when necessary.
14. Assists with and supports the Crisis Nursery's Volunteer Program.
15. Performs any and all work related functions as assigned by a Crisis Nursery supervisor.

Program Environment:

16. Ensures that all children and families' rights are recognized, respected, and responded to during all aspects of service provision
17. Protects the confidentiality, privacy, safety, and security of all family records, child placement, and programmatic information.
18. Maintains the cleanliness and safety of the program according to standard operating procedures.
19. Prepares meals when necessary.
20. Washes linens, clothes, towels, and other items on a daily basis.
21. Organizes and tracks supplies and donations.
22. Performs any and all work related functions as assigned by a Crisis Nursery supervisor.

Training / Development:

23. Attends all required agency orientation classes, Pre-Service, and program-specific trainings.
24. Maintains compliance with Maryville's ongoing and mandatory training requirements.
25. Enhances professional growth and development by attending 20 additional hour of training per year.
26. Performs any and all work related functions as assigned by a Crisis Nursery supervisor.

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MINIMUM REQUIREMENTS

Education / Experience

- High School Diploma or GED required, Bachelor's Degree preferred.
- Experience in early childhood preferred.
- Minimum of 21 years of age.
- Must possess a valid Illinois Driver's License.

Knowledge / Skills / Abilities:

- Knowledge of individual and group behavior.
- Knowledge of the general techniques of communicating with children birth to five.
- Ability to engage child(ren) in a manner which encourages the development of new concepts and skills.
- Ability to drive a passenger van.
- Ability to communicate effectively, verbally and in writing, with Maryville children, supervisors, volunteers, and coworkers.
- Ability to work with children and families in an empathetic and understanding manner.
- Ability to learn and use a computer and all necessary software programs.

PHYSICAL DEMANDS

- Required to frequently sit, stand, walk, bend, and drive for extended periods of time.
- Required to lift/move objects and/or child weighing in excess of 40 pounds.
- Must have the visual, hearing, and learning capabilities sufficient to perform the essential job functions defined above.

ENVIRONMENT AND SCHEDULING

- Performs work in, and in association with Maryville program settings, including but not limited to the Crisis Nursery, schools, recreational facilities, court rooms, hospitals, and various community settings.
- Duties involve contact with child(ren)/parents who may be hostile, dangerous, threatening, aggressive, suicidal and/or under the influence of drugs and alcohol.
- Must be flexible in scheduling and willing to work evening and weekend shifts.

HIPAA PRIVACY TRAINING AND SANCTIONS

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy Rule are required by the Rule to receive training so that they have an understanding and knowledge of the Privacy Rule that corresponds to their job responsibilities and of the group health plan's policies and procedures that impact on their job duties. Site specific training on requirements of the HIPAA Privacy Rule and the plan's health information policies and procedures under the direction of the plan privacy officer may be required for this position based upon site specific requirements. Employees who violate the requirements of the HIPAA Privacy Rule will be subject to discipline, up to and including termination.

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EMPLOYER RIGHTS

This description is intended to describe the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Management retains the right to add to or change the duties at any time.

ADDITIONAL DATA:

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| Compensation: | Hourly |
| Reports to: | Assistant Program Director |
| Work Location: | Crisis Nursery and other MVA sites based on programmatic need |
| Supervises: | N/A |
| Date Written: | 08/04 |
| Date Revised: | 08/05, 09/05, 01/06, 7/07 |

I have reviewed and understand the job description, responsibilities, and duties of Child Care Worker, and am able to perform the essential job functions.

Employee Signature: _____ Date: ____/____/____

Witness Signature: _____ Date: ____/____/____