



My Friend's House Licensed Childcare

Job Description

Title: Childcare Assistant

The primary responsibility of a child care assistant is to provide support to Primary Teachers. Assistants work to ensure children under their charge are in a safe and comfortable environment and provided with personal care and attention.

This role is a: Full Time (Up to 40 Hrs. per week) Part Time (Up to 20Hrs Per Week)

Safety & Compliance

Child care assistants will work with children from infancy through preschool age. In this capacity, a child care assistant is responsible for the physical wellbeing of the children he/she works with. This includes making sure the environment is safe and secure and free of hazards that could hurt children. He/She may be responsible for cleaning and disinfecting playthings and work surfaces, carefully monitoring children during play and ensuring children do not hurt one another. When working with infants and young children, the assistant is responsible for ensuring equipment such as cribs, swings and car seats used for transportation are all in good working order and that children are always safely secured. It is the responsibility of each employee to know, understand, and follow all WAC and RCW outlines through DEL of Washington. Assistants are responsible for following compliance and for reporting any violations or safety concerns to the director of childcare.

Physical Care

A child care assistant will be involved with the physical care of children. With infants, this involves feeding, changing, holding and comforting them. For toddlers, this may include helping with restroom use or, in some cases, changing diapers and assisting with personal hygiene, like washing hands. In a private home setting, a child care assistant may bathe children, help with dressing and assist in the preparation of healthy meals.

Enrichment

A child care assistant provides entertainment, socialization and stimulating play activities for the children she watches. This interaction varies based on the ages and preferences of the children. Examples of guided play and learning activities include music and movement activities, simple puzzles, drawing and painting, reading and using manipulative toys to enhance motor skills. An assistant also follows the curriculum of her supervisor in overseeing age-appropriate educational and social activities.

Teamwork

A child care assistant typically works in conjunction with a Primary Teacher. In this capacity, the assistant works in tandem with the primary care provider, following instructions and taking initiative in some areas as directed.

Skills:

Communication: In order to effectively interact with both children and parents, it's crucial that daycare assistants have excellent written and verbal communication skills.

Multitasking: Because daycares are often noisy and hectic environments, it's important that daycare assistants multitask effectively and calmly.



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Organization & Details: When maintaining documentation, assisting with art projects, or playing games, good organization skills and attention to detail help daycare assistants keep everything running smoothly. These skills can also help daycare assistants keep detailed records of the children's activities

Patience: Since children can be loud, easily distracted, and reluctant to follow instructions, daycare assistants must have a high degree of patience and understanding

- Assist teachers with the implementation of curriculum in a way that is consistent with the unique needs of each child
- Create a safe, nurturing environment where children can play and learn. Have a love for children and a strong desire to make a difference every day
- Partner with parents with a shared desire to provide the best care and education for their children, provide feedback to parents about their child's day, developmental milestones, and disciplinary issues.
- Support the facility's success by partnering with staff and leadership to achieve goals around enrollment and engagement
- Build and cultivate positive relationships with families, teachers, state licensing authorities, community contacts and corporate partners and create a dynamic environment where play and discovery go hand-in-hand
- Outstanding customer service skills and a drive to demonstrate initiative and leadership

Education & Physical Requirements:

- Employees must be 18 years of age or older
- High School Diploma Required, 12 months of teaching experience in a classroom or child care facility highly preferred.
- Negative TB test on or before date of hire.
- Current Food Handler Permit, or ability to obtain one by date of hire.
- Current CPR and First Aid Certification on or before date of hire
- Must meet state specific guidelines for the role and maintain profile in MERIT system, including a Federal Background and Fingerprint Check.
- Must maintain yearly continued education obligations through STARS.
- Handle and use cleaning products, tools, and appliances that contain bleach or other chemicals.
- Must be physically able to use a computer with basic proficiency
- Lift a minimum of 40 pounds, occasionally up to 60lbs. Must be able to assume postures in low levels to allow physical and visual contact with children. This includes Climbing,
- Body agility is emphasized including Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Pushing, Pulling, and Lifting. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling, Grasping: Applying pressure to an object with the fingers and palm, Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- See and hear well enough to keep children safe, and engage in physical activity with children. The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.



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- The worker is subject to environmental conditions. Activities occur inside and outside. Employees are subject to varying weather conditions and temperatures.

Duties: In order to adequately take care of the children they're charged with, day care assistants perform a wide variety of tasks. You will typically take on these duties and responsibilities:

- **Maintain Daycare Facilities**

It is essential that their environment is safe, clean, and comfortable. That's why day care assistants need to help clean and organize the daycare facility at the beginning and end of each day.

- **Play with Children**

Playtime is not only fun for children – it also helps them learn about the world around them, practice social interactions, and develop an array of new skills. So, day care assistants must be able to consistently and energetically play with small or large groups of children in a safe and controlled manner.

- **Oversight and Clean Up at Meals**

Throughout the course of the day, children must be provided with at least one full meal plus additional snacks. To accomplish this, day care assistants help serve meals and snacks, supervise the children while they eat, and clean up after mealtime.

- **Promote Personal Hygiene**

Day care assistants help the children under their care stay clean and teach them the importance of personal hygiene habits. Depending on the age of the children in the daycare, this can also involve changing diapers or helping children use the bathroom.

- **Oversee Projects and Free Time**

Although children should be allowed to play freely and express themselves through art projects and crafts, they must be supervised at all times. That's why day care assistants oversee projects, free time, and other activities.