



Thank you for applying for employment with HANDS, Inc. HANDS is a non-profit corporation which provides licensed before and after school child care in fourteen Great Falls elementary buildings. HANDS also provides all day care on school holidays and during the summer program. HANDS employees are not employed by Great Falls Public School.

There are three work shifts available at HANDS. Top priority is given to individuals who are able to work both the morning and afternoon shifts. Second priority is given to those who can work the afternoon shift only. Third priority is given to those who can work the morning shift only. HANDS administration determines staff's center assignments.

Available Shifts

AM: 6:30am to 8:30am M-F

PM: 2:15pm to 6:00pm Wednesday
3:00pm to 6:00pm (all other)

Wages

Assistants: (must be 16 yrs or older)

Time of Hire: **\$10.25**

Head Teachers:(must be 18 yrs or older with proof of 2 years experience in registered day care)

Time of Hire: **\$12.99**

Complete job description available at the office.

Hours worked for either the school year or summer program are dependent on the total number of children at the center.

All staff will be scheduled to work at least one all day program during the school year.

Benefits

Paid Time Off: This is available to all employees after 1 year of service. Leave time accrues immediately but employee cannot use until after one year of service is completed. Leave time can be used for vacation or sick leave.

Health Cafeteria Plan: A cafeteria plan will be available after 1 year of service to those staff that are eligible. Eligible staff members are those who work at least 23 hours per week.

Training: New hires must complete CPR/First Aide Training within 30 days of hire. State licensing required training must be completed within the first 90 days of hire and then 8 hours of continuing education each year. All class tuition and training hours are paid for by HANDS.

DPHHS/Licensing

Immunization Records: Proof of current immunizations must be submitted within 3 days of hire. Proof of an MMR and Tetanus (last 10 yrs)

Background Check: Must be able to pass child protective services background check and nationwide fingerprint screening.

CPR/First Aid certification is required.

Please indicate all shifts you will be able to work. Place an "x" in the blank.

SCHOOL YEAR ONLY

AM and PM Shifts _____

AM shift only _____

PM shift 2:15pm _____(Wed)

PM shift 3:00pm _____

If currently attending school:

_____	_____	_____	_____
School Attending	Time Released	Age	Current Grade

Do you have reliable transportation: YES NO

*******Summer HANDS*******

HANDS offers an all day summer program at two of the centers. Summer shifts vary, depending on the number of children at the center.