



The Global Institute of Lansing (GIL) Child Care Worker Job Description

Job Title: Child Care Worker

Reports To: Executive Director

Supervisory Duties: None

Position: Part-Time - \$15/hour (10 hours per week)

Benefits Eligibility: Ineligible

Deadline to Apply: Tuesday, September 3, 2019

About GIL: *The Global Institute of Lansing (GIL) is a non-profit organization that provides adult refugees settled in the Lansing area educational assistance and the means to attain a high school diploma in an atmosphere of peace, respect, encouragement, and inspiration.*

Job Summary: To provide dependable, safe, secure and nurturing care to the children (ages 5 years and younger) in a positive learning environment while their parents attend class (on-site).

Responsibilities:

- Responsible for providing age-appropriate care which includes, but is not limited to: feeding, changing diapers (follow Universal Precautions at all times), escorting children to the bathroom, and putting children down for naps.
- Maintain a safe environment by monitoring children for health, behavioral, and emotional issues and reporting concerns to staff and parents.
- Develop age appropriate activities to encourage socialization and learning to ensure children learn basic skills and concepts, such as communication, manners, sharing, etc.
- Ensure security and compliance documentation is adhered to and maintained and keep organized and well-maintained records.
- Straighten the nursery room and clean any toys/beds before leaving. All toys that have had contact with saliva will require special attention with the sanitizing solution available in the nursery.

Qualifications:

- 3+ years of experience in caring for children between the ages of 0 to 5 with the ability to adapt and interact with children from various cultural backgrounds
- Must be 18 years of age or older
- High School diploma/GED required; some college with classes in early childhood education preferred
- Bilingual/Multilingual preferred
- Must successfully complete required training prior to start of employment
- Satisfactory completion of background checks and drug screening
- Must present the results of a current (within 1 year) TB Test and current immunizations
- Current certification in CPR and First Aid training for infants and children
- Three References

The Global Institute of Lansing (GIL) is an equal employment opportunity employer. We celebrate diversity and are committed to creating an inclusive environment. GIL does not discriminate in employment on the basis of race, color, religion, national origin, age, gender, disability status, sexual orientation, protected veteran status, or any other characteristic protected by law.