

JOB DESCRIPTION AND SPECIFICATION



Job Title: Caregiver

FLSA Status: Non-Exempt/Service

Department: Community/Youth Programs

Reports to: Assoc. Dir. of Community/Youth Programs

Grade: 1

Requires Fingerprinting: Yes

Approved: 4.23.14

Revised: 4.11.19

Summary of Job Activities

The Caregiver position is responsible for providing direct care and supervision to a small group of children, ages 6 weeks to 12 years old. This position works as part of the Caregiver team in the Evening Childcare Classroom made available to Homeward Bound families during scheduled adult classes and activities. This position is responsible for maintaining a clean, safe, and developmentally appropriate environment.

Principle Duties

- Provide immediate and responsive care to children; develop and maintain safe and supportive environment and relationships with youth in care, catering to their needs and interests.
- Plan & prepare classroom for activities; maintain a relaxing atmosphere with appropriate noise & activity level; accommodate a range of open-ended activities for multi-age groups with a variety of skill levels
- Ensure a safe environment (i.e. outlets covered, no choking hazards, cabinets locked, etc.); sanitize toys and equipment as required; follow best practices for hand washing, diapering routines, and safe sleep practices.
- Partner with families in a professional, respectful and cooperative manner; exchange information about each child's experience or concerning behaviors as necessary. Document and communicate those challenges with the Lead Caregiver and/or Associate Director of Community & Youth Programs.

Related Duties

- As requested when necessary, participate in the monitoring and facilitation of our other youth programs (i.e. "YAP!" Youth Afterschool Program and the "End Zone" Teen Center).
- As requested, attend all-staff meetings; represent agency at community events and functions as assigned.

Skills & Abilities Required

- Establish and maintain effective communication with youth, parents and other caregivers who may have experienced domestic violence, substance abuse, homelessness, mental health issues, and/or related trauma
- Possess an understanding of the impact of trauma on children, adults and families/family dynamics
- Facilitate or participate in activities for youth impacted by trauma utilizing best-practice responses, developmentally appropriate learning strategies, social-emotional learning, and risk & resiliency theory
- Be able to work independently as well as collaboratively as a member of the Caregiver team and broader Youth Programs team
- Ability to analyze and solve problems; conflict resolution
- Strong interpersonal and communication skills and the ability to work effectively in a diverse community
- Ability to foster a welcoming, cooperative and safe environment
- Maintain strict standards of confidentiality regarding youth and families

Staff Qualifications

Required

- 18 years old
- High school graduate or GED
- 6 months babysitting, child care, or related experience

- Passage of full criminal history, education, and employment background investigation per Homeward Bound, DES and ADHS regulations, DCS background check
- Provide current Class 1 Fingerprint Clearance Card
- Ability to pass CPS background check
- Updated immunizations and negative TB test results
- CPR & First Aid certification

Preferred

- 2 years child care or related experience
- Training or classes in child development or early childhood education
- CPR and First Aid certified
- Knowledge of Arizona Department of Health and Safety (ADHS) licensing regulations
- Experience working with children who are at-risk
- Bilingual in English and Spanish

Working Conditions & Personnel Requirements

- Part-time; afternoon-evening hours; some weekends may be required depending on events and activities. Generally, assignments are for about three hours, 2-3 nights per week.
- Child care room setting
- Passage of full criminal history, education, and employment background investigation per Homeward Bound, DES and ADHS regulations, DCS background check
- Ability to receive/maintain a Class 1 fingerprint card
- CPR and First Aid Certificate
- Ability to work with diverse populations (staff, volunteers, clients)
- Ability to effectively communicate verbally and in writing
- Able to read and understand written instructions
- Able to accept direction and constructive criticism
- Ability to lift 25 pounds

Appearance Standards

It is each employee's responsibility to adhere to the appearance standards established in the Homeward Bound *Employee Guide*. The agency has provided employees with the benefit of a professional-casual dress and appearance standard and therefore expects no deviation from the policy established including, but not limited to, inappropriate clothing, makeup, hair, and jewelry.

This job description is not intended to be all-inclusive; Homeward Bound reserves the right to revise or change job duties as the need arises. Job Descriptions do not constitute written or implied contracts of employment. *Employment with Homeward Bound is at will.*

We Are An Equal Opportunity Employer:

It is the policy of Homeward Bound to provide equal opportunity for all qualified persons and we will recruit, hire, train and promote into all job levels the most qualified individuals without regard to race, color, creed, religion, sex, national origin, ancestry, marital status, status with regard to public assistance, disability, age, sexual orientation, or other protected status under any federal, state, or local law.