



Job Description

Job title	Childcare Assistant
Department(s)	Laura's Home
Reports to	Laura's Home Manager
Division	Operations

Position Overview

Conducts activities and works with other staff to plan programs and activities.

Essential Job Functions

- Conducts activities that promote children's social, developmental, and educational growth.
- Develop relevant programming for children in our care.
- Experience working with special needs children.
- Develop Individualized Education Plans with measurable goals and outcomes.
- Excellent communicator with children and parents.
- Participates in planning and supervising daily and longer-term activities.
- Responsible for children's health, safety and physical needs.
- Recommends supplies and equipment needed.
- Supervises summer student interns and unsalaried staff.

Professional Qualifications

- Bachelor's Degree in a relevant field
- Microsoft Office skills
- Training or experience working with children
- Valid driver's license and clean driving record

Spiritual Qualifications

- Professes Jesus as Lord and Savior
- Believes the Bible to be the inspired, infallible, & ultimate authoritative Word of God (II Timothy 3:16; II Peter 1:21)
- Patterns life after the example of Jesus and the commands and principles found in the Bible
- Desires to serve the Lord in the ministry of rescue

Essential Physical and Mental Functions

- Stand or walk constantly (for up to an entire shift) on various surfaces (tile, concrete, carpet)
- Bend/twist at waist/knees/neck to perform various duties
- Occasionally lift or carry up to 60 pounds
- Climb stairs occasionally during shift
- Constant use of both hands and arms in reaching/handling/grasping/fingering while using phone, notepad, writing reports, and other administrative tasks
- Constant use of eyes (correctable vision to normal level required) to observe, read, interact with clients and co-workers; includes hand/eye coordination
- Read, understand and clearly speak English; constantly use speech and hearing (correctable to normal level required) in communicating with clients/co-workers, giving and receiving instructions, using phones
- Constant mental alertness and attention to detail required
- Must possess effective written and oral communication and interpersonal skills with ability to deal with all levels of personnel and the general public in a professional and effective manner; must be able to use initiative and independent judgment within established guidelines
- Must be able to communicate professionally via computer programs such as Microsoft Outlook
- Must be able to read and understand all operating procedures and instructions
- Must be able to handle pressure of constantly working with individuals in crisis

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Signed: _____

Date: _____

Additional information

HR use only	
Management? (Yes/No)	No
E/NE status	Non-Exempt
Last revised	August 2015