



POSITION TITLE: Childcare Worker

FLA STATUS: Non-exempt

EMPLOYMENT STATUS: Part-time

LAST UPDATED: 10/8/2024

POSITION SUMMARY

Responsible for providing care for residents' children while they are at work, school, or other approved programming. The Childcare Worker is the liaison between the home, residents, and volunteers to ensure communications are clear and effective.

Position Reports to: Chief Executive Officer

DUTIES AND RESPONSIBILITIES

- Know and uphold Florida Association of Child Caring Agencies (FACCCA) Minimum Standards requirements for maintaining childcare center.
- Maintain the order and sanitation of the childcare center, including toys, books, kitchenette, and closet areas.
- Provide for the children's physical needs, including feeding, changing diapers, and managing nap schedule.
- Be aware of children's developmental stages and provide age-appropriate stimulation (eg reading, tummy time).
- Maintain a positive, uplifting environment for the children.
- Develop strong, professional relationships with volunteers to ensure retention.
- Maintain professional boundaries with residents, their children, and volunteers.
- Communicate relevant information proactively to residents and volunteers to facilitate the best care for the babies.
- Complete 20 hours of relevant training annually and ensure volunteers are also provided with training material and, when required, complete 20 hours of relevant training.
- Notify CEO of observations and feedback regarding the childcare center operations that could improve service and/or reduce risks.

QUALIFICATIONS AND EXPERIENCE

- High school diploma, minimum
- Meet all FACCCA qualification requirements

- Ability to squat, bend, reach and lift up to 40 lbs.
- Ability to flourish in a collaborative, team-oriented environment
- Ability to multi-task, organize work efficiently, and meet deadlines
- Excellent verbal and written communication skills
- Proficiency with Microsoft Word and Excel
- Commitment to creating and sustaining an inclusive work and living environment and to embracing diversity as a core value of the organization
- Qualifying Level 2 background check

WORK ENVIRONMENT

- Workplace is a faith-based residential group home for vulnerable, single pregnant women.
- Workplace culture emphasizes healthy, trustworthy relationships, clear communication, conflict resolution skills, responsibility, and balanced responses to stress.
- Dress code policy at Hannah's Home is business casual; however, comfortable clothes that allow for bending, lifting, easy clean-ups, and outdoor activities are permitted.

This job description does not constitute an employment agreement between the employer and employee. This job description is subject to change by the employer at any time. Requirements are representative of the basic levels of knowledge, skills or abilities expected.