

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
EARLY HEAD START
Caregiver Training Program
Job Description

Date: September 2009 _____

Salary Grade: 8 (\$7.50)

Chart # 2

Exposure Determination Category: 2

This is a three (3) month temporary position

Job Title: Caregiver Substitute

Reports to: Education Supervisor

General Function: Training opportunity to gain the knowledge and skills to become a quality child care aide. Serve as a substitute caregiver assisting in the implementation of the education objectives in accordance to the standards and regulations practiced by the center or in-home facility. Standards and regulations may include Department of Health and Human Services Administration for Children, Youth, and Families (ACYF), Early Head Start Performance Standards, State Licensing Regulations, or National Association for the Education of Young Children (NAEYC) Accreditation.

Typical Duties and Responsibilities:

1. Attend training, classes, conferences, etc as outlined in the Professional Development Plan.
2. Implement program curriculum and developmentally appropriate practices in a variety of early childhood settings.
3. Maintain a safe, healthy and nurturing education environment that ensures a quality child development program in a variety of settings.
4. Communicate with families when appropriate.
5. Provide child care at parent meetings, conferences, etc. as requested.
6. Assist in the effective use of inventory and maintenance of materials, supplies, equipment, facilities, and grounds.
7. Maintain standards of confidentiality regarding children, families, staff, and programs.
8. Perform other duties as assigned.

Scope of Position:

- Upon completion of this training program, the person will be prepared to work as a child care aide substitute.
- Work is delineated by standards and regulations, program policies, and program director.
- Work is evaluated by performance and outcomes produced.
- Typical contacts are with program staff, children, and families.
- Model positive regard in the community for all programs.

Knowledge, Skills, and Technical Abilities:

- High school diploma or equivalent required.
- Experience in education of children ages 0 - 5 years preferred.
- Must begin the process to meet the requirements to obtain a CDA.
- Proficient level of communication skills, oral and written, and teamwork.
- Current CPR and First Aid card or must be able to acquire.
- Flexibility to adapt to different programs, personalities, and responsibilities.

Working Conditions:

- Time will be spent in training sessions and supervised hands-on practice in the classroom.
- May work some evenings or weekends for meetings, trainings, or child care.

Major Accountabilities:

1. Assuming responsibilities of early childhood caregiver.
2. Providing a safe and healthy environment for children.
3. Interacting in a respectful manner with parents and program staff.
4. Completing any necessary documentation.
5. Complying with the program standards, regulations, and policies.
6. Maintaining confidentiality of all programs, families, children, and staff.

Physical Requirements:

1. Must complete health physical upon entry to program.
2. Must be able to move about, getting up and down from floor play with children.
3. Must be able to lift 50 lbs.
4. Physically able to perform job.

Grades: 8

1. High school diploma or equivalent
2. Age 18 or above

Approved by: _____, Human Resources _____ Date

Approved by: _____, Program Director _____ Date