

Sisseton Wahpeton Oyate

Job Description

Job Title: Child Care Worker

Reports to: Assistant Manager/Manager

Summary:

Patient, attentive child care workers that are able to provide a safe, stimulating environment for children ages 6 weeks – 5 years of age. Child care worker will provide the children with age-appropriate activities that encourage learning and assist in developmental skills. They will communicate with parents to ensure that children are learning and socializing in a positive way. Child care worker should be prepared to meet the physical demands of the position and have an understanding of the childhood development.

Responsibilities:

1. Provide and document individual care for children, setting schedules and routines for feeding, brushing teeth, nap time and changing diapers.
2. Implement activities that teach children their colors, shapes, letters and number recognition.
3. Organizing activities that are designed to help the development of the large and small motor skills, including outside play activities.
4. Planning and preparing a monthly lesson plan that includes reading, small group activities that will help with the development of good social skills.
5. Ensuring that the children are in a positive learning environment and preparing them for the next level of care and kindergarten readiness.
6. Serve meals and snacks.
7. Cleaning up after each meal and snack time (wiping down all tables, chairs, high chairs and sweeping)
8. Sanitize all the toys in the classroom, take out trash, sweep, vacuum rugs and mop classroom floors at the end of each day.
9. Deep clean classrooms by washing blankets, sanitizing and washing all toys, wiping down shelves, cubbies and walls.
10. Decorating boards inside and outside the classrooms.

Skills and Abilities:

1. Ensure that the children are in a safe and healthy learning environment.
2. Must be able to get down on the floor and engage children in learning/play activities.
3. Good communication skills with staff and parents both orally and written.
4. Participate in staff meetings, yearly in-service and professional development.

Requirements:

1. High school diploma or GED, Or actively working with the Adult Learning Program toward earning GED
2. Previous experience working with children.
3. Complete physical and TB test.
4. Must be able to pass a background check and screening for Child Abuse/Neglect.
5. Must submit to pre-employment and random UA testing.

Approved



Date

