

Job Description

Title: Childcare Worker I	Reports to: Zach's Place Program Director	Pay Status: Non-Exempt
Department: Zach's Place	Interviewer:	Interview Date:

Scope:

To help provide a safe, healthy, and enriching environment for children and young adults served at Zach's Place. This position is under the direct supervision of the Program Director and/or designee.

Duties:

- Provide direct care, including physical care to the program's participants. May include caring for medically fragile individuals.
- Assist in the implementation of established goals and treatment in the daily programming of the Center; as determined in the participant's individual plan.
- Follow the policies and procedures for the care of Zach's Place participants, as established by the Center and the State Department of Human Services. This includes safety plans, reporting emergencies, life skills programming and emergency procedures.
- Maintain necessary paperwork, including medication logs, incident reports, check-in guide. Report any Center needs, including repair and maintenance, in the staff communication book and to Team Shift Lead.
- Report and document incidents per agency policies and procedures for reporting incidents.
- Must be willing to learn and implement positive behavior supports for the children.
- Attend staff meetings and complete all required training, including medication training. Maintain training requirements of 15 annual ongoing hours to include behavior management and techniques.
- Will work as a team member and assist other staff in the completion of tasks to maintain the Center's standards for safety and cleanliness.
- Provide for the transportation needs of the children using company van or own vehicle.
- Must be willing to implement community participation activities.
- Must be willing to assist with faculty duties, recreation activities, and other areas to better serve those participating in the program.
- Other duties as assigned.

Minimum Qualifications:

- Minimum: High School diploma or GED
- Prefer a Bachelor's Degree in a Human Service/ECE or related field.
- A minimum of one year experience providing direct care preferably with children with disabilities.
- Must be able to lift and transfer, up to 50 lbs. and be able to stand for the majority of the shift.
- Must be able to work a minimum of 4 weekend days every month, and availability to be scheduled to work evenings and overnights when needed.
- CPR, First Aid, & Universal Precautions within 30 days of hire, annual TB test.
- Current physical within last 2 years per State of CO rules & regulations.
- Valid Driver's License, current vehicle insurance, and an acceptable driving record per SKSF standards.

I have been shown the position and read the job description. My initial questions about the job have been answered and I can perform the essential functions of this position.

Employee Name (printed) _____

Employee Signature _____ Date _____

Human Resources Signature _____ Date _____