



Providence House, Inc.

Position Description

CHILDCARE PROVIDER

Providence House Mission Statement

Providence House protects at-risk children and supports families through crisis, strengthening communities to end child abuse and neglect.

Reports To: Childcare Supervisor

Major functions: Responsible for providing complete daily care to infants and children at Providence House in accordance with state licensing requirements. Also responsible to perform housekeeping duties and other activities related to quality facilities, children's care, and the overall health and safety of the agency.

Nurturing Care Practices and Developmentally Appropriate Engagement
<ul style="list-style-type: none"> ▪ Provide a non-judgmental environment for the children in our care and their families. ▪ Model healthy professional adult behavior and providing social guidance to the children. ▪ Attend to the children's daily physical and personal needs, including medication management under direction of Supervisor. ▪ Stimulate the children's development with daily learning and enrichment activities. ▪ Complete Ages and Stages Questionnaire: Social Emotional Screening as needed and report developmental milestone achievements or concerns daily on assigned children's daily care sheets.
Trauma-informed Care and Conscious Discipline Practices
<ul style="list-style-type: none"> ▪ Practice strong emotional awareness and self regulation as well as calming techniques with children ▪ Build strong relationships with children and practice "noticing", encouragement, and praise for being ▪ Practice clear, assertive, and non-threatening communication with children ▪ Offer choices whenever possible to encourage cooperation ▪ Practice developing positive intentions for children's behavior and coaching them toward appropriate behavior ▪ Practice empathic skills to help children understand and manage their emotions ▪ Partner with administrative team to assess need for and carry out active calming and sensory interventions ▪ Utilize positive touch, redirection, and time out when needed for behavior management, along with One Minute Interventions and sensory intervention as appropriate.
Training and Staff Meetings
<ul style="list-style-type: none"> ▪ Attend all general staff meetings, daily pre-shift meetings and any other scheduled shift/staff meetings and training sessions. ▪ Complete and maintain all necessary training requirements and certifications for direct care employees as defined by State regulations.
Facility and Other Tasks
<ul style="list-style-type: none"> ▪ Carry out additional responsibilities that will include housekeeping duties, transportation of children, and other related tasks. ▪ Perform any additional tasks or duties related to the care of children or childcare facilities as directed by the Shift Supervisor. ▪ Strive to be culturally competent and supportive of diversity in both service to clients and through professional interactions
Compliance
<ul style="list-style-type: none"> ▪ Ensure the safety and confidentiality of the children in the Providence House facilities. ▪ Report any knowledge of or reasonable suspicion of child abuse or maltreatment. ▪ Complete all required forms, reports and documentation for the children in care within the required timeframes.

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| <ul style="list-style-type: none">▪ Read the daily shift reports of assigned children, noting and implementing effective care practices. |
| <ul style="list-style-type: none">▪ Understand and practice licensing rules and policies pertaining to care, as outlined in ODJFS state regulations and Providence House handbooks and policy manuals as well as the agency's accreditation requirements through CARF. |

Qualifications:

- 21 years of age or older
- High school diploma or GED equivalent required
- Preferred Minimum of 1 year direct childcare experience in a formal childcare setting or CDA, Associates Degree, Bachelor Degree or Masters in Early Childhood Education, Social Work or Related Field.
- Able to accommodate evening, weekend and holiday work schedules as needed
- Good verbal and written communication skills
- Valid State of Ohio driver's license and CPR/First Aid certifications a plus

Physical Requirements: Candidate must be able to lift 40 pounds without restriction, bend at the waist, grasp, handle and lift weight overhead, and have mobility in sitting, kneeling, crawling and running which is required in daily course of childcare.

EEO Statement

Providence House is committed to promoting a diverse environment and is proud to provide equal employment opportunities to all individuals regardless of their race, color, religion, creed, gender, age, sexual orientation, national origin, disability, marital status, veteran status, genetic information or any other characteristic protected by federal, state, or local law. In addition, reasonable accommodations for qualified individuals with disabilities may be made to perform the essential functions of the job.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____

Date _____