

Family Paths, Inc.
JOB DESCRIPTION

Job Title: Childcare Worker
Classification: Childcare Worker
Status: On-Call
FSLA Status: Non-Exempt
Reports To: Family Support Program Manager

POSITION SUMMARY: The Childcare Worker is responsible for providing positive, nurturing, committed, creative, respectful and experienced care for children, of which many are at risk for abuse, while their parents attend parent education classes.

This position requires demonstration of and commitment to the agency's mission, vision, and values, including a strong commitment to issues of social justice and culturally and linguistically responsive practices.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Care for children ages 0 to 14 in a group setting for a period of two to three hours each week for multiple weeks, or during one-time organized group outings or events.
2. Ensure that all children are signed-in and signed-out by the named adult on the sign-in sheet.
3. Obtain any instructions on special needs of the child and any supplies that the child may need (i.e. bottle, diapers, etc.) from responsible adult at sign-in.
4. Be sure child is always accompanied by an authorized person (i.e. Family Paths Childcare Worker or named person on sign-in sheet) when leaving the room.
5. Plan and supervise children's activities and encourage participation.
6. Contact the instructor if an emergency occurs, a child cannot be consoled, or if child becomes or appears ill.
7. Practice policies regarding appropriate ways of disciplining misbehaving children.
8. Report any signs of physical, sexual or emotional abuse.
9. Ensure that the childcare room is a clean, safe and a healthy environment at all times.
10. Inspect and report damaged or lost toys and/or equipment.
11. Provide an overview of childcare activities to instructor and share any pertinent information.
12. Attend childcare trainings at least twice a year.
13. Attend all mandatory meetings, including team & agency meetings, & trainings
14. Other duties as assigned by the program manager

QUALIFICATIONS, SKILLS & ABILITIES:

- Demonstrated experience in working with at risk children.
- Knowledge and understanding of policies regarding appropriate ways of disciplining misbehaving children.
- Interest in working with high risk families.
- Undergraduate work in child development.
- Knowledge of working with culturally diverse populations.

Special Requirements:

- Must pass criminal records clearance.
- Must be TB tested.
- Requires traveling during agency business hours so must have access to reliable transportation. If driving must maintain a valid CA driver license, current auto insurance and a clean DMV record.
- Flexibility to work evenings and weekends as needed.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is:

- Must be able to see, talk and hear.
- Frequently required to perform moderately difficult manipulative tasks such as typing, writing, etc.
- Occasionally required to walk, stand, and sit for extended periods.
- Occasionally required to push/pull objects up to 50 lbs. and to lift/carry objects up to 25 lbs.

COMPENSATION: The annual starting salary is \$15.38 depending on qualifications and experience. An additional 5% differential will be paid for bilingual capacity for relevant threshold languages (e.g. Cantonese).

LOCATION: The position will be based in our Oakland office but will travel between offices and throughout Alameda County.

EMPLOYEE STATUS: On-Call

WEEKLY HOURS: On-Call

TO APPLY: Send your resume and **cover letter** to Juli Rositas

Email: jrositas@familypaths.org

Fax: 510-893-2074

Family Paths is a non-profit agency that has provided mental health and family support services to strengthen families and prevent child abuse for 44 years. Family Paths offers a fun and supportive team environment, a commitment to training, opportunities for growth, and an excellent benefits package. We are an agency that is actively engaged in multicultural organizational development and respects and values the diversity of the communities we serve and the staff who work here. Family Paths serves all of Alameda County and is based in Oakland with an office in Hayward.

Visit our Website at www.familypaths.org