



Warwick Child Care Center. Inc.

Job Description: Young Toddler Care Giver

General Description of the Job

Be responsible for a small group of young toddlers. Perform activities that ensure the health, safety, and progress of each toddler in the group. Reports to the Director.

Specific Duties of the Job

- Takes care of the young toddlers daily physical needs: diapering, toileting and feeding.
- Meets the emotional needs of each young toddler: talks with, smiles at and loves each child
- Satisfies the developmental needs of each young toddler: reads to, plays with, and entertains young toddlers
- Plans and executes special activities for young toddlers:
- Special Activity Concentration:
 - Large Group Motor Skills: ball play, bubbles, bean bags, tunnels, trampoline, follow the leader
 - Language Skills: recognizing pictures and sounds, saying words, counting, color recognition
 - Fine Motor Skills: puzzles, stacking, nesting, lacing, pegboards
- Prepares room for arrival of children
- Greets each parent and young toddler daily
- Gives children undivided attention, watching carefully for safety hazards
- Cleans young toddler room at the end of each day
- Completes toddler gram for parents every day outlining young toddler's care and needs
- Writes and types a one page report on children's progress (alternating months)
- Participate in supervising free play and outdoor play
- Supervise and assist children with meals and cleanup
- Adhere to the daily schedule.
- Assist teachers with curriculum planning and art work
- Attend and participate in staff meetings
- Willfully perform housekeeping and kitchen duties as needed
- Perform emergency duties when the need arises
- Participate in fire drills alternating months.
- Be able to perform all of the above duties with no day-to-day supervision.
- Participate in annual parent conference and child assessment.
- Mandatory attendance required for staff development on Martin Luther King Day.

Required Knowledge Skills and Abilities

- Knowledge and experience working with young toddlers.
- Knowledge of safety issues concerning young toddlers.
- Knowledge of young toddler illnesses.
- Skills in patience.
- Skills in time management.
- Skills in remaining calm under pressure.
- Skills in talking with parents.
- Ability to be flexible with young toddlers routines.
- Ability to capture "nurturing moments".
- Ability to react and move quickly.
- Ability to get along with co-workers.
- Be flexible in working with different age groups.
- Be able to lift push and carry 40 lbs., sit for 30 minutes and stand for me hour.
- Be able to use all fingers on both hands, and have use of both legs, and be able to walk 500 feet.
- Have near and far vision correctable and depth perception.
- Be able to hear all types of sounds.
- Be able to read stories to the children.
- Be perceptive and aware of all children in your care.
- Be able to communicate properly and effectively with parents.

- Be able to work in all types of environments:
 - Inside and outside.
 - Office, classroom kitchen, and van.
 - Cold temperatures outside.
 - Steps or stairs.
 - Slippery or uneven working surfaces.
 - Working around moving objects.
 - Irregular work hours.
 - Noise tolerance.

Qualifications

- Be at least 18 years of age
- Meet the qualifications of one of the following:
 - High school diploma and 30 credit hours in education
 - High school diploma, 15 credit hours in education and one year of experience with children
 - High school diploma, GED, and two years of experience with children
 - First aid certification for all Fulltime employees and all employees that are opening or closing a center

Submit the following: (Required by the Pennsylvania Department of Public Welfare within 30 days of hire date)

1. Current physical exam with Mantoux TB Test. (Physical is at your expense)
2. State Police and Child Abuse Clearances (\$10.00 processing fee for each which is withheld from your first two paychecks)
3. Two forms of Identification.
4. Copy of a School Diploma and/or college transcripts.
5. Two letters of reference.
6. Babysitting release form.
7. If driving a Warwick Child Care van, complete the motor vehicle report to ensure you are a safe driver.
8. Complete the Professional Development Record.
9. Complete the New Orientation Training of six videotapes and submit the completed workbook.