

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## CWR CAREGIVER

**POSITION SUMMARY:** The Caregiver assumes responsibility for general supervision of children under the supervision of the Lead Caregiver.

### POSITION OVERVIEW:

- Employment Type: Full time/Non-Exempt
- Salary:
- Location: Children's Waiting Rooms
- Job Category: Education
- Reports to: Lead Caregiver, CWR Manager, and Director of Professional Development
- Supervises: None

### PRIMARY RESPONSIBILITIES:

- Plan, prepare and implement the daily program with the support of supervisor.
- Greet children, parents, staff and guests
- Support families with sign in/out procedure
- Review intake information for accuracy and signature
- Assign pager and wristband to parent/guardian
- Maintain well stocked parent resource area
- Help families access resources through Kidango, partners, community, resource binder
- Offer comment cards to families
- Offer support and activities for children to facilitate safe play
- Plan age appropriate activities for all children
- Assist and support children with computers and age appropriate programs
- Assist with toileting
- Change diapers every 2 hours and as needed, when applicable
- Maintain clean environment, including toys, tables, chairs, shelves, windows, children's restroom, entrance area
- Set up, supervise, clean up snacks as needed
- Set up, supervise, clean-up activities
- Rotate books on children's book shelf weekly
- Monitor inventory of CWR forms
- Input data on spreadsheet of daily intake forms
- File intake forms daily
- QIC information as needed
- Supervise CWR when Lead Caregiver is absent
- Assumes general responsibility for health, safety, and well-being of all children in the CWR.
- Assist with completing courthouse and Kidango paperwork.
- Assists other CWRs when requested.
- All other duties as assigned by Lead Caregiver, CWR Manager or Director of Professional Development.

### POSITION QUALIFICATIONS/REQUIREMENTS:

- Must have one year experience in child care services, center based preferred.
- Bilingual Spanish preferred.
- Immunization records that comply with Senate Bill 792 (immunity for measles, pertussis, and influenza)

- Required to be a mandated reporter
- Prior experience in working with young children preferred

**COMPANY WIDE JOB REQUIREMENTS:**

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

**EDUCATION WIDE PHYSICAL DEMANDS:**

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

**Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position please complete an application at <https://www.kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.