

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

Lead Caregiver

POSITION SUMMARY: Assumes responsibility for general supervision of children and CWR Caregivers.

POSITION OVERVIEW:

- Employment Type: Part time/Non-Exempt
- Salary:
- Location: Children's Waiting Rooms
- Job Category: Education
- Reports to: Program Compliance Manager
- Supervises: CWR Caregiver

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
- 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
- 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.
- Plans, supervises and implements the program in accordance with the policies and philosophy of Kidango and the County Court House System.
- Completes and maintains the following reports and documents including but not limited to: restraining orders, suspected child abuse reports, staff accident reports, court tracking paperwork and family resource tracking.
- Reviews scheduling of all staff. Schedules and regulates staff working hours according to site needs.
- Reviews performance of staff as needed.
- Responsible for meeting all agency policies and agency procedures.
- Updates records on site as needed.
- Keeps records of all CWR documentation for 1.5 years, then returns to Administration.

- Maintains confidentiality of children, families and employees.
- Lead emergency evacuation
- Document: Change in custody, Parent/guardian remanded in court, Incident Report
- Order supplies as needed
- Order food monthly, as needed
- Order CWR forms as needed
- Assist Manager with staff evaluations
- Assists in submitting maintenance work orders in a timely fashion.
- Assists with Quarterly health and safety checklist.
- Provides a pleasant, safe, and clean learning environment for children.
- Keeps inventory, order and purchase site supplies as needed.

POSITION QUALIFICATIONS/REQUIREMENTS:

- Two years of experience working with children.
- 2 years of supervisory experience preferred.
- Ability to provide leadership and accept responsibility.
- Bilingual Spanish a plus.
- Ability to provide leadership, accept responsibility, work independently and set own goals in a professional manner.
- Ability to work on a variety of tasks simultaneously and able to work a flexible schedule, including some evenings and weekends.

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 <http://kidango.org/Opportunities.asp>

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.

