

ANDREW FLECK CHILD CARE SERVICES

JOB DESCRIPTION

Job Title: Home Child Care Worker

Date: Nov 2016

Reports to: STCC Staff

SUMMARY

The Home Child Care Worker provides emergency and back-up care in the child/children's own home mainly for parents/tutors who are employees of the organizations belonging to this program at various locations in the Ottawa Region and surrounding areas.

SPECIFIC ROLES AND RESPONSIBILITIES

Early Learning and Care for the children

- Provides a welcoming and nurturing environment by displaying affection, acceptance and support of each child; guides and assists children in planned activities, and models appropriate behaviours.
- Organizes the day to be child-focused while being guided by the parent/tutor's instructions, children's favourite activities and children's ages
- Mindful of the children's ages, engages them in planning age appropriate activities
- Plays and engages with the children.
- Demonstrates creativity and innovation in the time spent with the children; is self-motivated and enthusiastic in carrying out the duties
- Implements a positive model/approach with Behaviour Guidance
- Maintains a safe caring environment for the children
- Ensures children in care are well supervised and monitors their well-being
- Attends to global needs of children
- Curtails much of the physical activity and opts for quieter time if the child is feeling unwell
- Ensures provision of all required items for the day such as diapers, bottles, etc.
- Prepares and serves snacks & meals and cleans up dishes and areas used for that purpose afterwards
- Makes every effort to approximate children's regular routine at home
- Tidies up the areas and materials used for the purpose of care provided during the placement

Communication

- Displays professionalism
- Follows instructions

- Requests for parent/tutor to complete all forms as needed (i.e. for first time placement- Consent to Child Care and Release from Liability Form, Swimming and Pool Consent Form, etc.)
- Provides STCC with all completed forms in a timely manner (i.e. Instructions for child care, Service Verification Payment Information Form, etc.)
- Provides the parent/tutor with verbal feedback on the day along with the Daily Report Form filled out
- Provides feedback on successes and challenges to the STCC office
- Maintains requested information/training up-to-date for AFCCS records

QUALIFICATIONS

- Early Childhood Education Diploma or experience working with children
- Current Standard First Aid and Infant CPR certification
- Clear Police Record Check (Vulnerable Sector) completed in the last 6 months
- Sensitivity and respect for individual and cultural differences
- Adequate energy level and ability to meet the physical demands of the job
- Strong interpersonal skills and understanding of confidentiality
- Ability to communicate effectively (both verbal and written)
- Bilingualism an asset