



<b>Position Title:</b> Child Care Assistant	<b>Reports To:</b> Assistant Coordinator
<b>Status:</b> Non-Exempt	<b>Program:</b> Arizona Kith and Kin Project

**General Summary:**  
Provides on-site child care to children at Kith and Kin training-support groups, coaching and mentoring to part-time child care providers at the various Kith and Kin training-support group locations.

- Essential Duties/Responsibilities:**
1. Provide high quality on-site child care in accordance with ASCC and Arizona Kith and Kin Project policies and procedures as required by the program.
  2. Implement high quality and best practice based weekly lesson plans for the on-site child care.
  3. Ensure compliance with the program's Policy Handbook at all times.
  4. Complete individual programmatic tracking and technical assistance forms on a monthly basis or as required by Program Coordinator.
  5. Collaborate with assigned Arizona Kith and Kin Project Program staff and other external support systems.
  6. Write onsite reports and summary letters following onsite visits noting observations, discussions and recommendations using correct grammar and punctuation. Write monthly reports as required. Submit all reports in a timely manner.
  7. Provide input for the development of a Quality Improvement Plan and the implementation of developmentally appropriate activities as needed and required.
  8. Represent the project in community meetings, public relation events and other professional settings, as required.
  9. Develop and distribute resources and schedule of early childhood trainings.
  10. Maintain current knowledge of the early childhood field's information and research.
  11. Develop a cooperative working relationship between the Arizona Kith and Kin Project Child Care Specialists, Providers, Program Specialists and other agency staff.
  12. Work with ASCC programs and identified community agencies to create, design and maintain an internal support system for Family, Friend and Neighbor (FFN) providers.
  13. Work with Arizona Kith and Kin Project Program Coordinator to gather, review, aggregate and analyze data pertinent to the project and make recommendations for any needed changes.
  14. Obtain and maintain First Aid, CPR and AED certification and any others as needed.
  15. Attend select Arizona Kith and Kin Project Program and ASCC staff meetings, as requested.
  16. Ability to travel throughout the state, have a current and valid Arizona Driver's License, current vehicle insurance, and have reliable transportation, by automobile, available at all times.
  17. Flexibility to work evenings and weekends as needed.
  18. Ability to lift and carry up to 50 lbs.

19. Ability to work cooperatively with other staff members and the community.
20. Ability to maintain objectivity. Includes the knowledge and ability to maintain confidentiality and high ethical standards.
21. Other duties as assigned by the Assistant Program Coordinator, Program Coordinator, Program Manager, and/or Executive Director.

**Minimum Qualifications:**

1. High School diploma or equivalent.
2. Two years of related work experience working with children.
3. Register with the Arizona Early Childhood Workforce Registry and, at a minimum, meet Lattice Level criteria for the position per funding requirements.
4. To meet the agency insurance requirements, a copy of your most recent 39-month Motor Vehicle Record is required to be submitted upon hire. No more than one (1) at-fault accident or two (2) moving violation tickets that are not listed under the “major ticket” category, as defined by the ASCC insurance company (list available upon request) may be on your 39-month driving record.
5. Flexibility to work evenings and weekends as needed.
6. Ability to obtain (within 90 days of employment) and maintain Fingerprint Clearance Card.
7. Cultural awareness and understanding of the needs of the communities the Program serves.
8. Linguistically and culturally diverse.
9. English/Spanish bilingual preferred.
10. Ability to lift and carry up to 50 lbs.

**Knowledge and Skills:**

1. Thorough understanding of child development and family dynamics and management in early care and education settings.
2. Ability to communicate professionally and effectively both verbally and in writing.
3. Knowledge and use of computer technology.
4. Ability to work independently and as a team member.
5. Maintain a professional appearance in accordance with agency policy.
6. Knowledge of child care field and an understanding of the needs of young children and families.
7. Excellent organizational skills.
8. Knowledge of community resources and map reading skills.
9. Demonstrated competencies or training in cultural competency.
10. Knowledge, understanding and ability to respect diversity represented in all cultural and linguistic populations served by the Arizona Kith and Kin Project.
11. Demonstrate passion and commitment to the agency’s mission in early childhood education.
12. Ensure the professional appearance of the office environment is maintained.
13. Physical Requirements:
  - Ability to stoop, bend, and squat to child’s eye level for appropriate periods of time.
  - Ability to stand for approximately three hours at a time, including being outdoors for extended periods of time.
  - Ability to sit for periods of time on the floor.
  - Ability to get up and down from the floor without assistance.
  - Ability to run after a child if necessary.

- Ability to climb and descend a flight of stairs.

**NOTE:** The statements above are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_