

Southern MN Crisis Nursery

JOB TITLE: Weekend Childcare Specialist
REPORTS TO: Director
HOURS: Flexible Weekends



POSITION SUMMARY

Childcare Specialists will provide direct care to children, newborn to 12 years of age in a child/staff ratio of 3:1. Childcare Specialists will provide a safe, healthy, loving, and nurturing care environment, which fosters physical, social, personal, creative, and language development in children. The Weekend Childcare Specialist position provides SMNCN with pre-scheduled child care shifts every other weekend.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide direct care and supervision to the children in the SMNCN's care.
- Complete intakes and discharges proficiently
- Provide care for the physical, social and emotional needs of the children.
- Maintain compliance with applicable DHS licensing requirements.
- Prepare and serve meals or snacks as scheduled.
- Follow the daily schedule of the SMNCN.
- Maintain a healthy and nurturing care environment.
- Document children's activities and behaviors on a child care log.
- Role model healthy, professional adult behavior.
- Communicate effectively.
- Model a flexible attitude and respect diversity, culture, and lifestyle of staff, volunteers, and children.
- Respect and maintain the confidentiality of children and families at all times.
- Accurately and quickly make mandated reports when necessary
- Light housekeeping and laundry duties.
- Administer medications when necessary.
- Perform Child Health Assessments when necessary.
- Ensure that SMNCN policies and procedures are being followed during assigned shifts.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS:

All Childcare Specialists must be 21 years of age or older.

All Childcare Specialists must pass a background check.

EXPERIENCE

- Experience working with children.
- High School Diploma or equivalent.

SKILLS/KNOWLEDGE/ABILITIES

- **Dependable and Reliable**
- Understanding and sensitive to the needs of young children/families in crisis.
- Ability to provide positive and nurturing care to children.
- Strong communication skills.
- Carry out group and individual activities.
- Ability to problem solve under pressure and to do multiple tasks.
- Team player.

Minimum Physical Requirements:

- Ability to lift 40 pounds.
- Ability to sit on the floor with ability to rise quickly.
- Ability to hear a child speaking or crying.

ENVIRONMENT AND SCHEDULING

- Hours are on call, every other weekend.
- On call stipend of \$5 per hour will be provided.