



Title Child Watch Aide	Department Licensing
Reports to Training Coordinator/Licensing Supervisor	FLSA Class Non-Exempt
Supervises others No	Location Phoenix
<u>SHIFT:</u> Typical schedule: Schedule will be determined in conjunction with the Training Coordinator and will vary to meet the needs of foster families. Days of the week may vary; evening and weekend hours as necessary. There is no guarantee of hours as this position is based off of the childcare needs of potential foster parents in training.	
<u>POSITION SUMMARY:</u> The Child Watch Aide works as a staff member in the Licensing Department and provide childcare to potential foster fosters in training.	
<u>ESSENTIAL FUNCTIONS:</u> <ol style="list-style-type: none"> 1. Provides quality care to all children enrolled in the Child Watch program. 2. Supervises activities in a proactive, patient, and loving manner. 3. Provides a clean, safe, nurturing environment. 4. Maintains daily records, sign-in/out book, and accident and incident reports. 5. Plans and directs children’s activities. 6. Notifies parents in training room with any child bathroom needs. 7. Helps keep Child Watch room clean and in good condition. 8. Reports accidents, sickness and any parent/child problems to the Training Coordinator. 9. Monitor snack distribution and clean up if needed. 	
<u>MARGINAL FUNCTIONS:</u> <ol style="list-style-type: none"> 1. Other duties as assigned, verbally or in written form. 	
<u>MINIMUM QUALIFICATIONS:</u> <ol style="list-style-type: none"> 1. High School Diploma/GED required. 2. Must be at least 18 years of age. 3. Minimum of 6 months experience in a child care facility, school or other child care setting. 4. Ability to obtain and maintain a valid unrestricted Level One Fingerprint Clearance Card. 5. Must be able to pass a DCS Clearance with no substantiated reports. 6. When required, the ability to pass a criminal background clearance check, drug screen, and if requested a physical exam. 7. Must be able to work a flexible schedule. 8. Must obtain and maintain CPR and First Aid certification. 	
<u>SKILLS</u> <ol style="list-style-type: none"> 1. Energetic and experienced in developing safe, fun, and nurturing environments for children. 2. Must have excellent oral and written communication skills. 3. Must have excellent organization and time management skills. 	
<u>PERSONALITY/OTHER</u> <ol style="list-style-type: none"> 1. Ability to build and maintain positive internal and external relationships. 2. Ability to provide exemplary customer service to all employees and outside constituents. 	
<u>WORK CONDITIONS and PHYSICAL REQUIREMENTS:</u> This section identifies "Physical Requirements" of a particular job. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or	

significant risk to the health and safety of themselves or others in the workplace, because physical requirements cannot be eliminated or reduced by reasonable accommodation, will not be considered qualified for employment. Notify the Program Director if you require any accommodation(s) to perform any of the essential functions of this position.

This position will require exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Physical Requirements			Conditions	
<input checked="" type="checkbox"/> Climbing	<input checked="" type="checkbox"/> Balancing	<input checked="" type="checkbox"/> Stooping	Environment:	
<input checked="" type="checkbox"/> Kneeling	<input checked="" type="checkbox"/> Crouching	<input checked="" type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Noise	<input type="checkbox"/> Extreme temperatures
<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking	<input checked="" type="checkbox"/> Pushing	<input type="checkbox"/> Dust	<input type="checkbox"/> Wet and/or humid
<input checked="" type="checkbox"/> Pulling	<input checked="" type="checkbox"/> Lifting	<input checked="" type="checkbox"/> Grasping	<input checked="" type="checkbox"/> Limited/office environment	
<input checked="" type="checkbox"/> Seeing	<input checked="" type="checkbox"/> Hearing	<input checked="" type="checkbox"/> Talking	Hazards:	
<input checked="" type="checkbox"/> Tactile sense	<input checked="" type="checkbox"/> Repetitive motions		<input checked="" type="checkbox"/> Physical Activities	
<input checked="" type="checkbox"/> Visual acuity (color, depth perception and field of vision)			<input type="checkbox"/> Volatile clientele	
<input type="checkbox"/> Minimum of 1 hour of continuous driving per trip			<input checked="" type="checkbox"/> Potential exposure to contagious diseases due to frequent interaction with clientele	

IMPORTANT NOTICE:

This position is not limited to those duties in the job description. Duties and responsibilities can be changed, expanded, reduced, or deleted to meet the business needs of Human Resource Training, Inc.. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

All employees of this Company are employees at will and, as such, are free to resign at any time without reason. The Company, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this document or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time.

ACKNOWLEDGEMENT:

I have read and understand the contents of this Position Description. I also acknowledge that it is my responsibility to notify the Director of Human Resources if I require an accommodation to perform any essential function(s) of this position.

I do* or do not require an accommodation to perform the essential functions of this position.

* Employee Completes the Request for Accommodation Form.

Prepared by: Jennifer Kacprowicz, PHR, SHRM- CP
Title: Director of Human Resources

Approved by: Mary Cherry
Title: Licensing Supervisor

 Employee Name (Please Print)

 Date

 Employee Signature