

POSITION TITLE: Children's Waiting Room Childcare Staff

Updated with KO edits 7/1/22, 7/12/22

SALARY LEVEL: Tier I

FLSA STATUS: Non-Exempt

REPORTS TO: Program Director

HOURS: Full-time/part-time Days.

BENEFITS: Full-time: Wellness leave, 7 Paid Holidays, Health, Dental & Vision, Sick leave, 401(K) Savings Plan
Part-time: Sick leave, 401(K) Savings Plan

SUMMARY:

Children's Waiting Room is not located at Vanessa Behan. It is located on the Spokane County Courthouse campus. Provides a safe, nurturing place for children to play while the adults in their life take care of needs on the Courthouse campus. Staff engage in developmentally appropriate and fun activities while caring for the child's needs. The staff serves children birth to twelve years in age. Staff are responsible for the daily upkeep of the area and cleaning of items used by and for the children.

PRINCIPAL ACCOUNTABILITIES:

All staff are responsible for imparting our core values of passion, excellence, humility and relational in all job duties to further our mission and vision. Specific responsibilities for this position are:

1. Maintain awareness of the needs of each individual child, responding in a positive and nurturing manner.
2. Implement and engage in child related activities to establish positive relationships.
3. Provide professional engagement with parents/caregivers that trust us to care for their children.
4. Serve snacks.
5. Ensure forms, documentation and reporting are complete.
6. Maintain the area in a clean, safe and orderly manner.
7. Establish cooperative relationships with co-workers.
8. Attendance to meetings and trainings as required.
9. Familiar with and adherence to all established policies and procedures.
10. Other duties as assigned by supervisor.

PHYSICAL REQUIREMENTS:

These requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

- Regularly lifting, standing, walking, sitting, listening, talking, and using hands and fingers.
- Occasionally climbing or balancing, stooping, kneeling, crouching, crawling, and reaching with hands and arms.
- Ability to lift up to 30 pounds.
- Specific vision requirements include close vision and the ability to adjust focus.
- Ability to hear, understand and distinguish speech and/or other sounds in person and on the telephone.

WORK ENVIRONMENT:

Work is generally performed in a child center environment where there is exposure to children ages birth to age twelve and clients of varying socio-economic and health conditions.

- Noise: moderate to quiet, occasionally moderate to high.
- Climate control: primarily in an office.

Revised: (finalized revision date)

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- Exposure: occasional outside events or activities.
- Chemicals/Bloodborne Pathogens (BBP): high risk of exposure to mild bleach solutions and other cleaning/disinfectant chemicals, moderate risk of exposure to BBP.

TRAVEL:

Occasional local travel. No overnight travel expected.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Must be compassionate, non-judgmental and have a passion for helping families.
- Ability to be non-judgmental of client's circumstances that bring them to need services.
- Skilled in organizing, prioritizing and scheduling work assignments for self and co-workers.
- Ability to work well individually and as a team member.
- Must work well under pressure, time constraints and have ability to meet multiple needs simultaneously.
- Ability to follow directions and work effectively with many different personalities.
- Ability to promote and participate in a teamwork environment.
- Excellent oral and written communication skills.
- Skilled at maintaining strict confidentiality.
- Ability to work with higher needs children with sometimes challenging behaviors.
- Ability to work effectively at an offsite location with remote supervision.
- Basic knowledge of Microsoft office.

MINIMUM REQUIREMENTS

- High school diploma or high school or equivalency course of study (GED/HSEC)
- Must be 21 years of age
- One year of experience working directly with children.
- May be 18 to 21 years of age, if one of the following is true:
 - Be professionally licensed by the Washington department of health
 - An associate of arts, the equivalent degree, or greater
 - Enrolled in an internship or practicum program with an accredited college or university.
- CPR, Infant CPR, First Aid and Bloodborne Pathogens are required. Ability to obtain/renew through Vanessa Behan classes.
- Food Handlers permit is required or ability to obtain after hire.
- Successful completion of Washington State and National background check prior to hire. Completed every 3 years.
- Successful completion of fingerprint check prior to hire. Completed every 3 years if employee lives out of state.
- Meet all current vaccination requirements.

Please note this job profile is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____