



## Job Description

### General Information:

<b>Common Job Title:</b> Childcare Provider, TLP	<b>Official Job Title:</b> Provider,Childcare,TLP
<b>Department / BGAS Code: 91PRO001</b> Shelter and Housing Services	<b>FLSA Status:</b> Non-Exempt
<b>Reports to:</b> Program Supervisor	<b>Type:</b> On call, expected to work regularly schedules shifts every week
<b>Job Level:</b> Level 1	<b>Standard shift hours / Hrs per week:</b> Occasional shifts as required to support program clients (currently 1.5-2 hours per shift; 1-2 shifts per week)
<b>Effective Date:</b> October 1, 2009	<b>Eligible for benefits:</b> No
<b>Hiring Range:</b> \$9.49 - \$10.28 per hour	<b>Job Information:</b> <b>Job # 10-11</b> <b>Locations: Hillsboro and Beaverton</b> <b>Open Until Filled</b> <b>Anticipated Start Date: October 1, 2009</b>

### Essential Functions:

- Provide occasional direct care for children ages infant to four years while parents participate in TLP group skill building sessions. Parents are on-site, within hearing distance of childcare area. Care will be provided for up to seven children at one time, with assistance provided as necessary based on children's ages.
- Comply with agency standards for ensuring children's health, safety, and well-being at all times.
- Engage children in reading story books, playing age appropriate games, playing with toys, interacting with one another, and safely exploring childcare area.
- Report any concerns about children's behavior to TLP staff and family members as appropriate.
- Maintain clear and respectful communications with other staff, youth, family members and community partners, etc., consistent with agency communication standards.
- Responsible for other duties as assigned to assist in the functioning of the program.
- Regular and consistent attendance is a requirement of the position.



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### Qualifications and Job Requirements:

- Job Knowledge: Training and/or knowledge equivalent to high school and up to six months previous relevant work experience, with relevant life or work experience substituting for some training or formal education. Experience caring for children up to age four is required. Level 1
- Supervising: No supervisory or lead responsibilities. May provide special project direction to co-workers, student interns or volunteers in similar job functions. Level 1
- Decision-Making: Work is closely monitored. Little judgment and decision-making involved in position duties. Problem identification limited in scope. Must be able to provide appropriate services to people from diverse socio-economic, racial and ethnic cultures. Level 1
- Interpersonal Skills/Interactions: Interactions are confined to small children and parents or program staff. Must be able to communicate effectively. Communications are routine in nature. Must be able to interact appropriately with people from diverse socio-economic, racial and ethnic cultures. Level 1
- Impact: Responsible for the use of supplies in own work area. Regular contact with youth and other staff,. Level 1

### Additional Skills & Abilities:

- Must maintain Infant and Toddler First Aid and CPR certification.
- Must be able to work up to two afternoons per week to meet program needs. Ability to be flexible to work changing schedule as needed to meet program needs.
- Regular and predictable attendance is required.

### Physical Requirements and Work Environment: Level 2

- Must be able to do some lifting, bending, twisting and carrying. Need to be able to stand, walk, sit, keyboard, and use wrist and hand.
- Works directly with a variety of children and families.