



## Job Description

### Position: Relief Nursery Child Care Provider

**Vision:** A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health services to improve their well-being.

**Mission:** Old Mill Center for Children and Families is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

**Position Summary:** The Child Care Provider will be responsible for the care of children, ages six weeks to six years while parents attend Relief Nursery support groups. The provider will plan activities, set up and clean the classroom, serve snacks and communicate with parents to ensure a nurturing and safe environment.

**Qualifications:** Must be 18 years of age and be bilingual (English/Spanish). Must enjoy children and have some experience or knowledge in caring for young children.

**Responsible to Whom:** The Bilingual Child Care Provider is immediately responsible to the Parenting Educator and ultimately to the Relief Nursery Program Manager.

**Hours per week:** 10-15

### Responsibilities:

1. Providing a fun, nurturing and safe classroom experience that reflects the OMCCF and Relief Nursery philosophy.
  2. Working cooperatively with staff, interns and volunteers.
  3. The ability to lift 50 pounds.
  4. Diapering and helping with toileting as needed.
  5. Serving snacks and doing dishes.
  6. Setting up and cleaning up classroom and activities.
  7. Necessary record keeping—attendance, accident reports.
- A. Other Related Duties as assigned including:
1. Maintaining a positive job attitude including positive team behavior (e.g. willing to pitch in, problem solving attitude, positive communication style, etc.)
  2. Completing a background check.
  3. Maintaining and updating pediatric first aid/CPR and food handler's certification
  4. Dressing as appropriate for the job.

5. Reporting at regular working hours, being punctual.
6. Writing in a clear, concise manner.
7. Participating in regular supervision

I have received, reviewed and fully understand the job description for the Relief Nursery Child Care Provider position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

\_\_\_\_\_  
Employee Signature

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Date