

# Sisseton Wahpeton Oyate

## Job Description

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**Job Title:** Child Care Worker

**Reports to:** Manager

**Summary:**

Provide a safe, stimulating environment for pre-school age children by conducting individual and group activities to encourage learning and to assist in the developmental skill. Maintain daily summary of attendance and activities.

**Responsibilities:**

1. Perform exercises to teach children the foundations of color, shapes, letters, and number recognition.
2. Conduct activities designed to improve large and small motor skills, including outside activities.
3. Prepare and lead reading, play and quiet time activities which encourage social interaction between children.
4. Supervise assigned room for children of various ages during rest periods.
5. Serve meals and snacks.
6. Clean up after each meal and snack time (wipe down all chairs, tables, high chairs).
7. Daily cleaning duties assigned by Manager. (Taking out trash, vacuuming, etc.)
8. Sanitize all room toys in assigned room at the end of day.
9. Provide individual care for infants, especially changing diapers, feeding and comforting.
10. Document basic infant activities i.e. diaper changing, bottle feeding.
11. Substitute in other rooms when needed.

**Skills and Abilities:**

1. Provide supportive and caring environment for children.
2. Provide effective communication both orally and written.
3. Understand and follow specific instructions/procedures.
4. Participate in required yearly in-service and professional development.
5. Participate in all staff meetings.

**Requirements:**

1. High school diploma or GED
2. Previous child care experience recommended
3. Physically able to perform child related tasks and activities
4. Complete and pass background check and screening for Child Abuse/Neglect.
5. Submit to routine and pre-employment UA testing when required.

Approved

*Crystal R. Heminger*

Date

*11-3-17*