

POSITION DESCRIPTION**COMMUNITY SERVICES ASSOCIATE I**

Child Care Attendant
Women's Center at Moores Creek
Center for Access and Adult Clinical Services
Region Ten Community Services Board

CLASSIFICATION TITLE: Community Services Associate I

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position where the incumbent provides community-based childcare and social/recreational support to children aged Birth 5 yrs. The incumbent reports to Director III of the Women's Center at Moores Creek. In carrying out position requirements, he/she will provide onsite childcare for the Women's Center at Moores Creek. The position requires understanding of early child development and programming for preschool aged children.

The HIPPA access level for this position is Level Two

The essential functions of this job are starred below (*) under "Major duties."

MAJOR DUTIES:

1. *Provides childcare to children of residents in the Women's Center at Moores Creek.
2. *Nurture and care for children while mothers are in therapeutic groups and other Center programming.
3. *Teaches appropriate behaviors to children through redirection, social skill coaching, role modeling, positive reinforcement, etc.
4. *Provide consistent supervision of children to ensure children's safety and well-being
5. *Organize and implement activities that stimulate children's physical, emotional, intellectual, and social growth
6. Communicate with parents about children's needs
7. Provide education and support to parents as needed
8. *Participates in the Women's Center team staffing as needed.
9. *Completes documentation as required.
10. *Attends required supervision, training and other required meetings.
11. *Reads all agency communication as directed
12. *Completes other administrative duties as assigned
13. *Maintains CPR and First Aid certification

QUALIFICATIONS:

A high school diploma or G.E.D. are minimum educational requirements. Human service experience is a plus. The incumbent also needs to possess the following knowledge, skills and abilities:

Knowledge of: basic social skills and daily living skills; early child development; and behavioral management.

Skills in: caring for young children; establishing and maintaining rapport with parents and children; record keeping; behavioral interventions and redirection

Abilities to: communicate effectively orally and in writing; to work flexible hours outside the normal work week; to provide own transportation; serve as a role model; be a good listener; be responsive and supportive.

DIRECT CARE PROVIDER PERFORMANCE EVALUATION STANDARDS:

This position is evaluated according to the Direct Care Performance Standards.

POSITION LOCATION: Region Ten Community Services Board
Women's Center at Moores Creek
Old Lynchburg Road

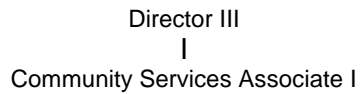
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Charlottesville, Virginia 22903

POSITION ORGANIZATION CHART



GRADE: 4

SCHEDULE: Hourly, varies according to program needs

Position Description Updated: March 19, 2018

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

Signature

Name Printed

Date