



## **Family Care Attendant**

### Job Description

**Status:** Part-time; Hourly; Rotation  
**Hours:** Rotation Schedule; No guaranteed minimum or maximum hours  
**Supervisor:** Director of Children, Youth, and Family Ministry (CYF)  
**Accountable To:** CYF Lead Staff; Executive Leadership Team; Council

**Purpose:** This role support staff and volunteers to provide a welcoming, nurturing, and safe environment for families in childcare for programs and events, as well as, a supported worship environment. This role will partner with volunteers under the leadership of the Children, Youth, and Family Ministry team.

### **Qualifications:**

- 16 years of age or older and have reliable transportation
- Demonstrated experience working with children ages infant through elementary school age
- Working knowledge of basic first aid
- Demonstrated reliability
- Demonstrated ability to communicate with people of all ages
- Ability to lift 40 pounds repetitively and move freely between activities
- Successful completion of background checks and reference checks as completed by SOTV

### **Expectations:**

- Participate in CPR / First Aid training and/or certification as provided by SOTV
- Available to weekend worship hours for scheduling
- Available Christmas Eve and Easter
- Available to be scheduled for programs and events as needed
- Attendance at team meetings and trainings appropriately scheduled
- Dress Code: Neat and clean attire appropriate for job duties
- Ability to work with team members and minimal supervision during active shifts

### **Responsibilities and Essential Functions**

- I. Child care programs and events**
  - A. Welcome and greet all children and families
    - i. Aid in a positive separation and experience
  - B. Be attentive to children, needs, and safety at all times
  - C. Provide diapering and/or bathroom assistance as appropriate
  
- II. Family Supported Worship**
  - A. Welcome and greet all children and families
    - i. Aid in positive worship experience
  - B. Actively interact/play and provide worship aid options for children
  - C. Be attentive to children, families, and needs and safety issues at all times
  - D. Work as a team with staff and volunteers
  - E. Alert families of upcoming opportunities to engage during worship
    - i. Good News For Kids
    - ii. Communion
  - F. Assist with collecting offering and following protocol
  
- III. Supplies and Safety**
  - A. Arrive on time for scheduled shift to set-up care area and/or worship aids
  - B. Insure safety and cleanliness of equipment, toys, worship aids, etc.

- i. Set aside any items needing attention
    - ii. Toy safety: check for broken toys and/or equipment with each shift. Remove broken or unsafe items and report replacement needs to CYF lead
  - C. Clean up
    - i. Clean and sanitize used toys and equipment following each care session or worship service
    - ii. Immediately remove mouthed toys for cleaning and sanitizing when child is finished
    - iii. Put away equipment, toys, and worship aids following last session or service in a neat, orderly manner
    - iv. Keep worship aids/toys in orderly fashion
  - D. Incident Reporting
    - i. Follow appropriate first aid / safety procedures
    - ii. Report any / all injuries to CYF lead and Operations staff
    - iii. Complete *Report of Injury / Incident Report* documentation(s)

#### IV. **Volunteers**

- A. Provide leadership and direction to supporting volunteers
- B. Provide training to volunteers as appropriate

#### V. **Communication**

- A. Attend scheduling and training meetings as scheduled
- B. Report attendance or scheduling needs to your team and CYF Lead
- C. Commit to scheduled shifts. When necessary, find a team sub and report changes in shifts to the CYF Lead
- D. Timely completion of timecards and schedule requests

### Core Competencies:

**Care:** Responds with empathy; demonstrates appropriate expressions of care with boundaries; listens attentively with the ability to restrict personal bias, to respond to concerns and communicate solutions with a sense of compassion and authority; demonstrate and communicate availability and approachability.

**Attention to Detail:** organized; attentive to surroundings, perceptive to needs of children in care; proactive recognition of items or situations needing attention

**Interpersonal Skills:** implement care and team orientation to establish good working relationships with others; communicates needs and expectations; listens attentively; uses diplomacy and tact; is approachable.

**Work Ethic:** Dedicated to quality of work; prompt; reliable; available to be flexible; communicate proactively with others.