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| **Job Description**  **KidWorks Team Member** | | | | | | | | |
| Reports to: Member Services Director | | | | Agency: HealthWorks | | | | Location Code: 6 |
| The Mission of SHARE is to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas. | | | | | | | | |
| **Position Summary** | | | | | | | | |
| Supervise the children in the childcare area and ensure a safe, fun environment that positively contributes to the members and children’s enjoyment and well-being. | | | | | | | | |
| **Position Classifications** | | | | | | | | |
| Primary Classification:  Non-Exempt- Part-Time | Pay Frequency:  Bi-Weekly-Hourly | | | | | | Safety Sensitive:  Yes | |
| Benefits Eligible:  No | Driver Status: Non-Routine  *See other requirements below.* | | | | | | Random Testing:  Yes | |
| EEOC Classification:  Service Worker | SOC Code:  39-9011 | | | | | | Job Title ID:  72 | |
| **Qualifications** | | | | | | | | |
| High school diploma or GED, and the ability to properly care for infants and children. | | | | | | | | |
| **Certifications** | | | | | | | | |
| CPR/First Aid Certification must be obtained within 90 days of hire. The cost for external CPR certification will be reimbursed by HFC if internal CPR certification is not available.. | | | | | | | | |
| **Physical and Mental Requirements** | | | | | | | | |
| **Medium Work**  The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as young children. Medium Work involves exerting 20 to 50 pounds of force occasionally or 10 to 25 pounds of force frequently or an amount greater than negligible and up to 10 pounds constantly to move objects. Physical demand requirements are in excess of these for Light Work.  The minimum requirements of this position require this individual to:   * Hear alarms/telephone/normal speaking voice * Must be able to pick up and carry small children * Manual dexterity to handle the zippers, buttons, snaps and Velcro etc. of children’s clothing/diapers/shoes * Have clarity of vision with/without corrective lenses * Must be able to stoop, bend or squat to a child’s level * Work in a constant state of alertness and in a safe manner   This position is considered Safety Sensitive under applicable Arkansas laws pertaining to the use of marijuana for medicinal purposes. This position includes as part of the job duties performing life-threatening procedures and regularly working with controlled substances, foods, medicine and highly sensitive and confidential medical information. This position is one in which a lapse of attention could result in injury, illness, or death. For the safety of the employee and others, the employee must be able to work in a constant state of alertness and concentrate for long periods of time while performing life-threatening procedures and working with controlled substances, foods, medicine and confidential medical information. | | | | | | | | |
| **Other Requirements for Continued Employment** | | | | | | | | |
| * Availability to work as scheduled during any hours of operation 0-29 hours a week * Must complete annual training * Have and maintain a clean criminal background check * Name not present on federal and state office of inspector general registry * Sex offender registry clearance * Must be able to treat ALL people with respect and courtesy without bias or discrimination   ALL SHARE employees are required to keep informed of and comply with the non-discrimination policy as stated: SHARE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law in admission or access to or treatment or employment in its programs or activities. The President/CEO of the SHARE FOUNDATION, has been designated to coordinate efforts to comply with the Americans with Disabilities Act of 1991 which prohibits discrimination on the basis of handicap or disability. | | | | | | | | |
| **SHARE IMPACT Values** | | | | | | | | |
| The values of SHARE are:  **Integrity - Motivated - Professionalism - Adaptability - Compassion - Teamwork**  Your behavior and the values you demonstrate in the workplace have a direct IMPACT on mission fulfillment, the work environment and the people you serve. You will be evaluated on the demonstration of these values in the performance of your work and in your daily interaction with others. You must be successful in both the demonstration of these values and the successful performance of the essential job functions required on this job description. | | | | | | | | |
| **Evaluation Instructions**  **Evaluation Key**: Met **(M)** Needs Improvement **(NI)** Not Met **(NM).**Complete electronically or in ink. Do not erase or use white out and initial any corrections. Give a key for all requirements. Include documentation for NI or NM keys in the comments field. Document any goals that are set during the evaluation. Give employees the opportunity to make comments or to respond in writing. Complete the recommendations section. Signatures are required from the supervisor and the employee. | | | | | | | | |
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| **Essential Job Functions**  To perform this job successfully, an individual must be able to perform each of the following Essential Duties satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the Essential Duties of the position, provided it does not create an undue hardship on SHARE. | | | | | | | | |
| **Requirement** | | | **Key** | | **Evaluation Comments** | | | |
| Greet members and staff with exemplary service, a smile and empathy. Realize and support HFC philosophy that members are individuals and their needs come first. | | |  | |  | | | |
| Create and maintains a safe, friendly environment in the child care area with quality supervision, focused attention, and caring service for the members and their children. | | |  | |  | | | |
| Ensure member check in and out procedures are followed by verifying receipt or computer system. | | |  | |  | | | |
| Responds to each individual child’s needs promptly, attempting to prevent problems. | | |  | |  | | | |
| Organize activities appropriate for the various ages to create a fun, playful and safe environment. | | |  | |  | | | |
| Supervise use of toys and supplies and notifies management of supply needs, repairs, or replacements. | | |  | |  | | | |
| Maintain a clean, orderly area, picking up as needed and sanitizing toys as instructed. | | |  | |  | | | |
| Promote harmony among the children, attempting to minimize conflict, with gentle but firm guidelines and discipline. | | |  | |  | | | |
| Inform parents of issues relating to their child (i.e. illness, crying, and conflict). Notifies parent of diaper change needs immediately. Promotes the health of all children by asking parents to keep children home when ill. | | |  | |  | | | |
| Exhibit good listening skills when conflict or discipline issues arise and problem solves professionally. Defers to coordinator if issues need further resolution. | | |  | |  | | | |
| Report any accidents or injuries immediately, and documents using incident report forms | | |  | |  | | | |
| Maintains positive communications through monthly staff meetings and communication log. | | |  | |  | | | |
| Work in a constant state of alertness and in a safe manner. | | |  | |  | | | |
| Perform other duties as assigned or requested. | | |  | |  | | | |
| Demonstrate an understanding of how SHARE’s IMPACT values help achieve our mission to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas. Demonstrate those values on a daily basis and be willing to overcome behaviors that negatively impact relationships with co-worker’s and the people we serve. | | |  | |  | | | |
| Adhere to all SHARE Foundation and HealthWorks Policies and Procedures. | | |  | |  | | | |
| **Evaluation Summary** | | | | | | | | |
| **Met last year’s goals:** | | | | | | | | |
| **Evaluation Goals for Up Coming Year:** | | | | | | | | |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| **Recommendations:** | | | | | | | | |
| **Employee Comments:** | | | | | | | | |
| By signing this job description, I understand that it is a summary of the typical functions of the job, not an exhaustive or comprehensive list of all the possible job responsibilities, tasks, and duties I may be asked to perform. I will be required to perform other responsibilities, tasks and duties that may differ from those outlined in this job description when they are assigned. This job description should not be construed to imply that these requirements and functions are the exclusive standards of this position. The classification(s), essential functions or primary responsibilities of this position are subject to change at any time without notice. I understand that I will be expected to fulfill the essential functions, responsibilities, tasks, behavioral expectations and other duties when assigned to my employer’s satisfaction and at its discretion. This job description is not an employment contract and employment is for no fixed term and may be discontinued with or without cause or notice, by me or my employer, at any time.  **Employee Signature: Date:** | | | | | | | | |
| **Supervisor Signature:** | | | | | | **Date:** | | |
| **ED Review:** | | **Date:** | | | | **HR Review:** | | |