

# **Finger Lakes Community Action Program, Inc.**

## **Job Description**

**Job Title:** Childcare Program Aide

**FLSA Status:** Non-Exempt

**Department:** LEAP

**Reports To:** Director of Childcare Services

### **Summary:**

The Childcare Program Aide provides support in the childcare program.

### **Essential Duties and Responsibilities:**

- Adhere to all OCFS Regulations, FLCA Childcare and Agency Policies.
- This position will require working with the childcare program team to support a safe and loving environment both inside and outside of the classroom while the children are in your care.
- You are a mandated reporter, which requires you to be aware of the signs of child abuse and maltreatment, and the ability to make a call to the Mandated Reporter Hotline (training provided)
- Teamwork is essential when working with others within your classroom, and throughout the program.
- Support a positive, professional relationship with children, families, prospective families, and fellow staff.
- Interact with children in all aspects of the day to support children learning new skills in the classroom and always supervise children. (up to and including toilet training)
- Support in implementing learning experiences to ensure effective curriculum implementation, including children with disabilities and dual language learners, as appropriate.
- Support the Childcare Team in preparation and implementing activities that enhance and support assessments, which may or may not be conducted by you depending on the classroom type, in conjunction with the Lead Teacher.
- Maintain a clean and organized environment that meets the needs of the children in the program, in conjunction with the Childcare Program Team.
- Support the philosophy that the family is the child's first educator and provide support of development to meet the needs of the family.
- Be a role model in conjunction with the Childcare Program Team.
- Flexibility is essential, to meet the needs of the program and our children and families.
- Staff are required to sit with the children during meals, and provide a warm inviting environment that promotes language, and self-help skills.

- Administer First Aid, CPR and emergency medication as needed. (training is provided)
- Support the maintenance of up to date and accurate records and documentation, such as attendance, daily health checks, and child's information, in conjunction with the Lead Teacher.
- Be aware of the child's records, medical needs, and allergies.
- Support the participation in all center requirements, including conducting and recording Evacuation and Shelter in Plan Drills, including procedure and routes.
- Maintain confidentiality throughout the program.
- Attending all assigned trainings, meetings, and staying current on requirements as required.
- Support in Food Service and the classroom.
- Notify the supervisor when there is any change in schedule, arriving late, leaving early or not able to report.
- You are required to work Monday through Friday and may be required to work nights and weekends as needed for programing and training.
- Other duties as assigned.

**Safety Responsibilities:**

- Obey all safety rules, government regulations, signs, markings, and instructions.
- Become familiar with safety policies that apply directly to you in the area in which you work.
- Report any unsafe hazardous conditions to your supervisor.
- Refrain from any unsafe act that might endanger yourself, consumers, or fellow employees.
- Report all workplace accidents and incidents immediately to your supervisor.
- Practice good housekeeping by picking up tools, materials and putting them into their proper places.
- Compliance with safety and health rules and regulations is a condition of employment.

**Qualifications:**

- Pass a background check upon hiring, up to and including clear fingerprints, and pass a state central registry clearance check. Pass background checks every five years. Submit a Medical Statement clearance form at time of hiring.
- Demonstrate punctuality and good attendance; taking care to always fulfill proper classroom ratio responsibilities. If not able to report to work, notify your supervisor of your absence.
- Availability to work evenings, nights, and weekends.
- Must work Monday through Friday following designated hours and weeks per year.
- Be willing to move to other classrooms and/or centers.
- Be willing to work in center kitchens when needed.
- Must obtain First Aid/CPR within 30 days of hire and/or MAT training within 90 days of hire.

**Education/Experience:**

- High School Diploma or GED equivalent

**Medicaid Compliance:**

- *Medicaid fraud and abuse affects all New Yorkers by depleting valuable public funds meant to provide healthcare and health related services to vulnerable citizens. The New York State Office of the Medicaid Inspector General (OMIG) is a nationally recognized leader among Medicaid program integrity agencies. OMIG's recovery efforts and cost-containment initiatives save hundreds of millions in taxpayer dollars each year.*
- *Finger Lakes Community Action employees are required to assist OMIG in fighting fraud, waste, and abuse by reporting potentially suspicious behavior or incidents. The agency encourages anyone who observes instances of potential Medicaid fraud, waste, or abuse to contact OMIG's fraud hotline. Tips can be completely anonymous – and OMIG investigates all reported information.*

***Employer's Disclaimer***

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employee contract, implied or otherwise, other than an "at will" employment relationship.