

KIOWA COUNTY MEMORIAL HOSPITAL

JOB DESCRIPTION

Position ID #

POSITION Daycare Assistant – Full time 32 – 40 hours/week

SUMMARY Daycare assistant is responsible for supervising children in their care, supporting daycare manager, conveying information and maintaining a clean and safe environment

EDUCATION/EXPERIENCE Must be 16 years of age. Must meet education and experience guidelines stated in the Kansas Child Care Licensing and Registration Laws. Must pass KBI background check.

SKILLS AND ABILITIES

- (a) Speaking - Talking to others to effectively convey information.
(b) Service - Actively looking for ways to help people.
(c) Listening - Listening to what other people are saying and asking questions as appropriate.
(d) Instructing - Teaching others how to do something.
(e) Monitoring - Assessing how well one is doing when learning or doing something.
(f) Learning Strategies - Using multiple approaches when learning or teaching new things.
(g) Problem Identification - Identifying the nature of problems.
(h) Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
(i) Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

ESSENTIAL RESPONSIBILITIES

- (a) Administers first aid and or medication as required
(b) Cleans daycare to ensure a safe, orderly and sanitary environment.
(c) Confers with parents, children, staff, supervisor, etc.
(d) Coordinates assigned age appropriate program activities
(e) Monitors children, ensuring safe and positive learning environment.
(f) Prepares snacks and serves meals
(g) Reports observations and incidents(e.g. accidents, behavioral incidents, safety conditions) to manager

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the Department.

SUPERVISION Reports directly to Daycare Manager

PHYSICAL REQUIREMENTS Requires the physical ability and stamina to remain on feet and/or walk for long periods of time, push or pull wagons and other playground equipment and provide CPR. Must be able to play on floor and run/play with children. Requires extended periods of time, sitting and/or standing. Requires the physical ability to perform the essential functions of the position. Must be able to lift and transfer up to 50 lbs. Ability to see within normal parameters. Ability to hear within normal range. Communication: Exchanges non-routine information using tact and persuasion as appropriate requiring good oral and written communication skills.

MACHINES TO BE USED Hospital Computer System, Copier, Phone System

ENVIRONMENTAL Indoor, daycare environment, Outside, play area and neighborhood walks

TRAINING AFTER HIRE Training programs that apply to position or enhance job performance will be required. Hospital wide in-service attendance will be required. Training required by state.

DESIGNATION FOR ACCESS TO HEALTH INFORMATION

- Choose appropriate designation
Demographic information only
Financial information only
Clinical information only
All patient information for patients receiving physical therapy services

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I have reviewed the above job descriptions and requirements and verify that I can meet all the specified duties and requirements.
I understand that Kiowa County Memorial Hospital (KCMH) cannot guarantee my employment and that KCMH can change wages, benefits and conditions of my employment at any time.
I understand that in the performance of my duties as an employee of KCMH, I must hold in confidence all that pertains to the patient, relatives and all other employees. Furthermore, I understand that intentional or involuntary violation of my employer's confidentiality may result in immediate termination of employment for cause.
I understand that a conditional job offer is extended, pending pre-employment physical.

Employee signature/date