



JOB DESCRIPTION – CAREGIVER

**Trinity Early Childhood Center
Mequon, Wisconsin**

The caregiver serves Christ by laying a foundation for a child's understanding of who Jesus is. From a heart that is devoted to the Lord and deeply loves children, he or she partners with parents and other ECC team members to embody the love of Christ with particular attention to faith development. The caregiver supports a classroom environment in which the love of Jesus permeates all activities and interactions in pursuit of social, physical, emotional, and spiritual growth.

Qualifications:

- A personal relationship with Jesus Christ and a solid foundation in God's Word
- A servant's heart that loves the Lord and His children
- Have successfully completed Introduction to the Child Care Profession (Early Childhood 1); completed Skill and Strategies for the Child Care Teacher (Early Childhood 2); completed Fundamentals of Infant and Toddler Care (Infant/Toddler), or within 6 months of beginning to care for children under 2 years of age; or willing to obtain certification if asked after being hired
- Be at least 18 years of age; for a lead position
- Be at least 16 years of age; for a support caregiver position
- High School diploma or equivalent preferred;
- Preferred to have at least 80 full days or 120 half days of experience as an assistant child care teacher in a licensed child care center or other approved early childhood setting;
- CPR, First Aid Certified or willing to obtain certification upon hire.

Responsible To: Director

Supervises: N/A

As a spiritual leader, the caregiver shall...

- Continue to develop a personal relationship with Jesus Christ through worship and prayer, and seek out opportunities to read and study the Word of God and humbly put the Word into practice through willing obedience;
- Care deeply about the lost and so prays for them, pray for and seize opportunities to share Christ, invest in relationships for the sake of the lost, and wholeheartedly support Trinity's various mission efforts;
- Commit to, and invest in, the mission and ministry of Trinity Lutheran Church transcending position or title;
- Exemplify a Christian faith and life, both within the church and in the larger community;
- Cultivate a deep love for God's people and treat them with respect;
- Resolve differences with others in obedience to Matthew 18;
- Work with a humble spirit as a servant of Christ;
- Work with integrity in all matters, large and small;
- Provide proper care and concern for his/her family.

As a servant of Christ's church, the caregiver shall

- Understand and embrace Trinity's mission and the senior Pastor's vision for carrying out that mission;

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- Endeavor earnestly to live in unity and collaboration with fellow church workers and to function under the supervision of the ECC director;
- Maintain an environment that meets the developmental, emotional, and safety needs of each child;
- Effectively communicate with styles and behaviors appropriate to the child's age;
- Motivate and manage children's behavior using current best practices and consistent discipline - creating a learning environment that encourages responsibility and Christian social interaction;
- Keep parents informed of each child's daily happenings;
- Build relationships and trust with parents to better serve their family;
- Ensure that daily procedures are followed and all health and safety standards are met;
- Help children establish good habits of personal hygiene; assist with toilet training as needed;
- Understand, support, and encourage real play, while clearly communicating expectations and boundaries;
- Intervene during play to make the most of teaching moments and faith development opportunities;
- Observe and record the children's struggles and growth;
- Post important information such as specific allergies and medication to be given; post Health Alerts as soon as advised; ensure that everything for each child is labeled appropriately;
- Monitor and respond to injuries, emergencies, and behavior;
- Maintain attendance records in Procare - maintaining effective record keeping & confidentiality;
- Report any suspect abuse as an Abuse-Mandated Reporter;
- Assume an equal share of the joint house-keeping responsibilities for the classrooms;
- Attend regularly scheduled meetings;
- Assist with family ministry events sponsored by TECC or Trinity Lutheran School or Church;
- Engage in lifelong learning and reflective practice through research, continued and purposeful professional development, and positively responding to constructive feedback and experiences;
- Support the ministry by enrolling eligible children in Trinity's school, and not enrolling eligible children in competing childcare programs, unless there are special needs or circumstances for which Trinity is not equipped;
- Other duties and responsibilities as assigned by the ECC director or ECC lead caregivers.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand & walk (3-4 hours per day), talk or hear, and taste or smell. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit; climb or balance; and stoop, kneel, bend, twist, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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