

**UTAH COUNTY DEPARTMENT OF DRUG AND ALCOHOL PREVENTION TREATMENT
HAS THE FOLLOWING POSITIONS AVAILABLE:**

**Childcare Specialist – Part Time Non Benefitted Position
Hourly Wage: \$9.50 per hour**

Positions

Hours: Variable - Monday-Thursday 8:00am-8:00pm

Location: Promise of Women & Children – North (located in Orem, Utah)
Promise of Women & Children – South (located in Spanish Fork, Utah)

Job Duties and Tasks:

1. Assist in the creation of a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of young children ages 6 months to 8 years.
2. Perform duties as planned under the leadership of the Childcare Specialist.
3. Assist in the screening and preparation of children to fully participate in program services
4. Implement the curriculum that is planned by the Childcare Specialist.
5. Interact with the children in a way which conveys respect and nurturing.
6. Support the social and emotional development of children.
7. It will be the child care provider's responsibility to play with children; this will often mean getting down on the floor to interact with them.
8. Provide activities and opportunities that encourage curiosity, exploration, and problem-solving appropriate to the development levels of the children.
9. Maintain attendance records of children attending the Promise program.
10. Attend to the personal hygiene of each child in your care; including potty training, changing soiled clothing and washing hands.
11. Maintain a safe environment based on safety standards set by the program.
12. Help other staff in preparing meals for children as required.
13. Assist in the cleaning and straightening of the child care rooms at the end of the day, as well as weekly deep cleaning.
14. Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis.
15. Assist in the development and facilitation of interactive parent and child relationships.
16. Maintain open, friendly, and cooperative relationship with each child's parent and encourage their involvement in the childcare program.
17. Demonstrate behavior that is professional, ethical, and responsible.
18. Perform other duties and responsibilities as assigned by the Childcare Specialist.
19. Transport clients to County Buildings and home in County 16 passenger van.

Physical Demands:

Regularly walk, stand, stoop, or sit on the floor; Frequently lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Occasionally physically restrain children; Often sit at a desk or table; Use tools or equipment requiring a high degree of dexterity.

Education:

Must have a high school diploma or equivalent. Preference may be given to those candidates who have some child supervision experience in daycare or therapeutic settings and/or equivalent course work in an accredited educational program. Selected applicants will be subject to, and must pass, a full background check.

If you are interested in a position:

Please complete a Utah County Employment Application and note the position at the top of the application and email it to:

North Program:

brittnew@utahcounty.gov

For additional questions contact: Brittney Lige at 801-851-7696

South Program:

vickiej@utahcounty.gov

For additional questions contact: Vickie Jaussi at 801-851-7663