



<b>Job Title:</b>	<b>Extended Care Caregiver</b>	
<b>Location:</b>	<b>Kenwood Campus</b>	
<b>Operational Mgr.:</b>	<b>Extended Care Director</b>	
<b>Functional Mgr.:</b>	<b>Same</b>	
<b>FLSA Status:</b>	<b>Non-Exempt</b>	
<b>Issue Date</b>	<b>June 13, 2016</b>	<b>Updated: Sept. 11, 2019</b>

**JOB OBJECTIVES**

Under the direct supervision of the Director, this position has specific responsibility for the general daily caregiver tasks and activities for students and to ensure successful functioning of Extended Care. In addition to the typical daily duties, this position will be responsible to be a positive role model when dealing with staff, students, and parents. At times, the position-holder will be exposed to sensitive and confidential information. Independent judgment is required to plan, prioritize, and organize a diversified workload. The position-holder must be able to effectively communicate, maintain confidentiality by using good judgment, be open-minded and tolerant, sensitive to the needs of others, and demonstrate a positive Christian attitude.

**JOB DIMENSIONS/PARAMETERS**

Each interaction must be handled in a safe and quality conscious manner and in a way that positively spreads Grace Lutheran’s reputation and supports its mission; “*a family growing in Christ while reaching out in love.*” Working safely, by using good judgment and following all of Grace’s policies and procedures, is required. Immediately report any unsafe situation or condition to the Extended Care Director. This position-holder has an individual responsibility and accountability to Grace Lutheran Ministries for maintaining all accreditations and certifications. The position-holder will uphold the vision, mission, and values of Grace and align themselves with Grace’s theological, moral, and ethical stance as defined by the Employee Policy Manual.

**ESSENTIAL RESPONSIBILITIES AND TASKS** – *This list of responsibilities is not all inclusive and may be extended to include other duties and responsibilities as management may deem necessary. All tasks assigned should be fulfilled in accordance with Grace’s purpose and established policies.*

1. Plan age-appropriate craft project and activities for session. Prepare rooms for daily activities, including cleanup.
2. Assist children and students with activities and homework, as needed.
3. Enforce program rules and discipline policies and maintain a structured and orderly environment for all students.



4. Supervise and ensure student safety during recess and other activities.
5. Prepare and provide snacks and drinks.
6. Monitor and supervise groups of children and ensure messages and schedules are accurately followed, including any changes.
7. Meet and escort students to and from class.
8. Collaborate with other caregivers to ensure all necessary tasks and daily duties are completed.
9. Maintain accurate Accident and Behavior logs and communicate daily positive or negative behavior to parents.
10. Keep EC Director notified of any problems or concerns.
11. Regular availability is required for: all day care, early release days, and Summer Sizzlers
12. Be available to act as “cover” for any Extended Care session when needed.
13. Ensure safety and security of students and facility, and adhere to school close-up procedures.
14. Secondary interface between school ministry and EC.
15. Secondary interface between parents/students and EC.
16. Collaborate with teachers and administrators in the development, evaluation, and revision of EC programs.
17. Any other duties as directed by the EC Director.

### **EMPOWERMENTS**

- This position has no supervisory responsibilities.
- This position is expected to contribute by identifying and resolving potential issues or by elevating the issue to their Manager.

**QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### ***The position-holder must:***

1. Participate in CPR and first-aid training; maintain certification as required.
2. Proficient technical skills in Microsoft Office products and Google Chrome platform a plus.
3. Meet professional staff qualifications.
4. Participate in continuing education opportunities as required.



***The position-holder should possess personal qualities of:***

5. Demonstrate character of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
6. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and in compliance with ministry policy.
7. Respectfully submit and be loyal to constituted authority.
8. Refuse to use or circulate confidential information.
9. Good communication skills, both oral and written.
10. Ability to perform in an efficient, accurate, and thorough manner.
11. Problem solving using good judgment.

**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.*

This is mostly a non-sedentary role. The employee is frequently required to stand, walk, sit, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl, and be able to navigate flights of stairs; talk and hear.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position operates in a professional Christian ministry environment. This role routinely uses standard office equipment such as computers, phones, copiers, fax machines, and collating equipment.

The noise level in the work environment is usually moderate.