

Associate Home Caregiver	
Position Description	
<p>The Associate Home Caregiver supports the primary home caregiver by helping to create a caring and safe environment for the children and assisting in activities to improve the overall care and quality of education. S/he must be able to communicate, listen and work well with others in a team environment. The associate home caregiver assists in implementing a quality educational program and in developing positive relationships with the children and their parents. The associate home caregiver observes and documents children’s interest and progress, and relays that information back to parents and staff. Associate home caregivers are responsible for implementing developmentally appropriate activities based on children’s interests and needs under the direction of the primary home caregiver.</p>	
Key Responsibilities	
<ul style="list-style-type: none"> • Assist in the implementation of curricula activities and encourage participation by children. • Actively engage in activities; manage cleanliness, order, and availability of classroom materials. • Maintain frequent communications with parents through informal discussions and progress reports. 	<ul style="list-style-type: none"> • Encourage self-help and good hygiene through behavior modeling. • Help ensure smooth, daily transition from home to child care center. • Follow all center policies and state regulations. • Maintain personal professional development plan to ensure continuous quality improvement.
Additional Knowledge and Skills Required	
<ul style="list-style-type: none"> • High energy. • Ability to work well with others. • Strong oral and written communication skills and basic computer skills. • A strong understanding of child development. 	<ul style="list-style-type: none"> • Excellent leadership, organizational, and interpersonal skills. • Infant/child CPR and First Aid certification. • Must clear full background check. • Must pass health screening.
Education and Experience Requirements (per OSSE licensing requirements)	
<p>By December 2019, an associate home caregiver must hold a high school diploma or its equivalent and a current Child Development Associate (CDA) credential.</p>	