

**Position:** Childcare Staff member

**Salary:** Based on experience and qualifications

**Supervisor:** Childcare Supervisor, Jillian Westphal

**Application Deadline:** Ongoing

**Application Process:** Send resume and WMFC Application to Jillian Westphal at:

[westphalj@wmfc.org](mailto:westphalj@wmfc.org) Mail/Drop Off to West Midland Family Center (Attn: Jillian Westphal)  
4011 W Isabella Rd., Shepherd, MI 48883

### **Job Summary**

The childcare staff member will help carry out an effective child development program based on research-based, high-quality curriculum that meets the needs of children at their level while creating a strong home-school partnership.

### **Requirements**

- Must meet licensing rules of a caregiver. A CDC or Associates in Early Childhood would be preferred, but not required.
- Must be certified or able to certify in First Aid, CPR, and on-site First Responder training.
- Knowledge of DHS Licensing and Conscious Discipline would be beneficial.
- Fingerprint check required for employment to begin.

### **Responsibilities**

- Help carry out an effective child development program that includes physical, social, emotional, and cognitive needs of each child
- Create an environment with well-established routines and smooth transitions
- Guarantee a safe environment by providing constant supervision, appropriate arrangement of space and maintenance of equipment
- Help develop a calm, pleasant environment in the classroom in which children and families feel comfortable and secure
- Mediating conflicts presented by children. Implement and support the discipline system utilized by WMFC. Efficiently redirect inappropriate student behaviors and implement the program discipline system to effectively monitor and guide proper student behavior
- Promote positive approaches to learning, including persistence, problem solving, and curiosity
- Help provide plenty of experiences and activities through play that promote self-expression, growth of imagination and creativity, problem solving and curiosity
- Develop a strong home to school relationship with families
- Maintain written records such as attendance, accident reports, cuddle sheets
- Assisting in serving meals to the program participants and following the appropriate guidelines for snack (i.e. washing hands, wearing gloves, etc.)

- Work as part of a team to maintain a high standard of quality in the classroom and program
- Notify supervisor(s) of emergency and risky situations or behaviors in a timely manner and communicate with parents concerning their child/children
- Follow and implement WMFC health and safety policies. All health and safety information is covered in Orientations, Safety Days, and CPR/First Aid trainings
- Ensure that facilities are maintained and cleaned as required
- Attend CPR, First Aid, Staff Meetings and other trainings as requested
- Demonstrate behavior that is professional, ethical, and responsible
- Other duties as assigned

Before hiring, a comprehensive fingerprint screening and TB test must be on file.