

Class No.:	
Original Date:	April 1996
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Pay Group:	6

CLASS SPECIFICATION

CHILDCARE FACILITY ATTENDANT

NATURE AND SCOPE OF WORK

This is child care work in the Child Care Facility. The position is primarily responsible for providing a clean, safe environment for preschool children, performing routine housekeeping tasks, and providing care and guidance to children. The position reports to the Child Care Facility Manager of Care and a Dean.

ILLUSTRATIVE EXAMPLES OF WORK

- Carries out a prescribed routine of light housekeeping chores in the laundry, eating and kitchen areas, and assists with mealtimes.
- Assists in indoor and outdoor activities and programs, performing structured and routine tasks under close supervision.
- Follows practices and procedures to safeguard the health and safety of children under the care of the Facility, including assisting in the securement of medications and other potentially hazardous materials, housekeeping, etc.
- Ensures that no child is subjected to abuse or neglect while under the care of the Facility, and reports abuse or suspected abuse as outlined in the Family and Child Service Act.
- Assists in ensuring maintenance of confidentiality at the Facility.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, WHMIS, Earthquake).
- Performs duties related to the requirements and qualifications of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Working knowledge of the legislation governing the protection of children and confidentiality.
- Working knowledge of safe food handling and sanitation standards.

- Ability to communicate skillfully and sensitively with children.
- Ability to establish and maintain effective working relationships with other employees, students and the general public.
- Ability to adapt to changing circumstances and to handle emergencies skillfully.
- Ability to carry out manual tasks.
- Ability to provide a safe and caring environment for children.
- Ability to perform the duties of an attendant according to legislation and regulations.

REQUIRED TRAINING AND EXPERIENCE

- According to childcare legislation and regulations of the Province of British Columbia: over the age of 19 years; completion of a training course on the care of children or relevant work experience.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- A physician's certificate of mental and physical health
- Criminal Record Check