

TRI-COUNTY COMMUNITY COUNCIL, INC.  
302 North Oklahoma Street; P. O. Box 1210  
Bonifay, Florida 32425

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## JOB ANNOUNCEMENT

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**EARLY HEAD START CAREGIVER** - Tri-County Community Council, Inc., is accepting applications for the Early Head Start Program in Walton County. Great Benefits.

Responsibility: Plan and initiate classroom activities according to Early Head Start Standards.

Minimum Qualifications: Must have a Child Development Associate(CDA) Infant/Toddler or have a degree in Early Childhood Development; minimum of 1 year work related experience with infants and toddlers.

Must have Current driver's license and proper vehicle insurance coverage. Must comply with health and background screening.

For additional information and qualifications call LeaAnn, Personnel Tech at (850) 547-3689.

Applications may be obtained from any Tri-County Community Council, offices or from the agency website - [www.tricountycommunitycouncil.com](http://www.tricountycommunitycouncil.com) and submitted by October 10, 2011 at 4:30 p.m.

Successful applicant will be subject to pre-employment drug test.

EQUAL OPPORTUNITY EMPLOYER AND DRUG AND SMOKE FREE WORKPLACE.

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**PLEASE RUN One Week**

DFS News Herald  
Holmes Cty. Times  
Chipley Newspapers

**TRI-COUNTY COMMUNITY COUNCIL, INC.**  
**JOB DESCRIPTION**

**Prepared By:**  
**Job Title:** Early Head Start Care Giver  
**Department:** Early Head Start  
**Reports To:** Center Coordinator  
**FLSA Status:** Non-exempt  
**Prepared Date:** September 2010  
**Approved By:** Executive Director  
**Approved Date:** September 2010  
**Salary Level:**

**SUMMARY** Plan and initiate classroom activities according to the Early Head Start Performance Standards.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Plan daily schedules for classroom to provide for the needs of the infant and toddlers.

Maintain records on each child.

Provide for creativity in music, art, language and dramatic play.

Promote respect for the individual and self control.

Guide the child towards good habits, useful skills, wholesome attitudes, self-reliance and independence.

Accept parents, be sensitive to their needs as well as children while establishing an atmosphere of trust, approval and support through a friendly working relationship.

Cooperate with the Center Coordinator, other staff members and with parents.

Display the ability to be relaxed, nurturing without tension and to be confident.

Display the ability to accept responsibility and be dependable.

Demonstrate the ability to manage the classroom, use discretion & independent judgement that align with the early Head Start mandates, rules & regulations; and be able to function in a crisis situation.

Assist in generating required in-kind for the center.

Assist in preparation of the newsletter.

Assist with Head Start Software data entry.

Attendance is essential part of this position

Recruit parent volunteers.

Escort children the children on the bus as needed.

Sit at the table with the toddlers at mealtime, encouraging good table manners, nutrition and a peaceful environment.

Requisition supplies as needed.

Attend Individual Family Service (IFSP) meetings.

Plan and conduct educational home visits and center visits as required.

Attend parent meetings.

Attend workshops and training sessions as required to enhance job performance.

Participate in fund-raising activities.

Understand and respect the Chain of Command.

Perform any other duties as assigned by the Center Coordinator that is in the best interest of the agency.

#### **SUPERVISORY RESPONSIBILITIES**

**None**

**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.

#### **EDUCATION and/or EXPERIENCE**

Child Development Credential (CDA) Infant/Toddler and/or degree in Early Childhood Development or equivalent education and experience in related field.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

#### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS** Current Driver's License; Proof of proper vehicle insurance coverage. Must comply with all health regulation and background investigations. 45 hour Children & Families Service (CFS) certificate; CPR and First Aide.

**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.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

**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.

The noise level in the work environment is usually moderate.