

## **Child Caregiver Job Description St. Matthew's Episcopal Church**

### **RESPONSIBLE TO:**

- 1.) The Rev. Timothy Vellom, Rector

### **MISSION:**

Caring for infants and children, in a loving and safe environment, while supporting the spiritual development of each child in accordance with St. Matthew's overall mission.

### **QUALIFICATIONS:**

- 1.) At least 18 years of age
- 2.) Have a high school diploma or equivalent
- 3.) Pass background check, drug screening and have documented completed Covid vaccination
- 4.) Certified in child CPR and first aid; or willing to complete training within first three months
- 5.) Complete the Diocesan "*Safeguarding God's Children*" training
- 6.) A confident person with good communication skills who displays common sense, patience, good judgment, and love for children
- 7.) Capable of handling emergency situations

### **DESIRABLE:**

- 1.) Experience in child care
- 2.) Training and/or experience in caring for children with special needs

### **REGULAR DUTIES:**

- 1.) Welcome parents and children in a friendly way
- 2.) Assure each child is properly checked in using standard form
- 3.) Check that diaper bags and other belongings are properly labeled with child's name
- 4.) Interact with children in appropriate ways
- 5.) Calmly handling emergency situations
  - a. Fire evacuation
  - b. Injury to child
- 6.) Clean up before leaving
- 7.) Fill out incident/illness report on any child with:
  - a. Accident
  - b. Illness
  - c. Any biting, hitting, etc between children (report will be completed on both children involved in the incident)
- 8.) Copy of incident/illness report will be given to parent and coordinator on that day
- 9.) Participate in monthly scheduled cleaning of nursery and refresher training

### **SCHEDULE:**

Sunday morning services (presently from 8:45 am to 10:30 am) and during occasional evening services as needed (Wednesday classes, Christmas Eve, special meetings, etc.) When our Covid restrictions are lifted hours may increase. Caregiver will be expected to participate in monthly scheduled cleaning and refresher training (approximately 3 hours each month). Ages of children range from newborn up to 6 years.

For more information, or to request an application, contact the church office at 210-658-5956 or [office@stmatts-uc.org](mailto:office@stmatts-uc.org).