

**POSITION:** Child Development Associate/Certified Nursing Assistant

**PROGRAM:** Prescribed Pediatric Extended Care (PPEC)

**REPORTS TO:** Registered Nurse

**SUPERVISES:** Pediatric Clients in PPEC Program

**CHARACTERISTICS OF THIS POSITION:** Developmental stimulation, direct care and nursing assistance

### ESSENTIAL FUNCTIONS:

The essential functions of this position include:

- Collaborates with other staff to foster age-appropriate self care and fine/gross motor, language/literacy, and social/emotional development.
- Provides nursing assistance services to address clinical needs and daily care services to address basic needs
- Supports efforts to educate, instruct, and train parents/guardians/other caregivers (caregivers) regarding their child's developmental needs and daily care.

These essential functions require visual/hearing acuity, sufficient strength, and the ability to bend, reach, grasp, manipulate objects, pull/push, stoop, kneel, crouch, twist, and lift and and/or carry up to 50 pounds or exert up to 50 pounds of force frequently to move objects or human bodies with or without the use of adaptive equipment. Walking, standing, or working on the floor may constitute at least half of work time. Lifting forces vary with child weight and level of ability to assist in the movement.

Individuals holding this position are required to attend initial orientation and periodic training offered by Redwood, and to complete all training required by Redwood or regulation, including CPR for the Professional Rescuer. Staff members demonstrate accuracy, timeliness, and a commitment to quality, safety and a healthy, clean and orderly environment in compliance with applicable policies, procedures, regulations, licenses, certification, accreditation, and business integrity standards.

**TYPE OF POSITION:** Hourly/Non-Exempt

### WORKING CONDITIONS:

Work is performed with children with special health care needs in PPEC classrooms in Redwood's building, on the grounds, and in the community. The PPEC Center meets PPEC requirements for HVAC, air exchange, and lighting. The other parts of Redwood's building are climate controlled with standard lighting. When conducting duties outside of the building, lighting and temperature reflect seasonal conditions. Noise levels are moderate. There is regular exposure to hazardous chemicals, in the form of medications and nursing-care products, and to contagious conditions, such as the common cold and body fluids.

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## PRIMARY RESPONSIBILITIES

**Collaborates with other staff to foster age-appropriate self care and fine/gross motor, language/literacy, and social/emotional development.**

- Reviews developmental and educational needs incorporated into the protocol for care.
- Reviews individual and specific program plans and action steps that facilitate developmental progress.

- Provides input for the establishment of individual developmental objectives for each child.
- Collaborates with other staff/consultants to create appropriate room arrangements, culturally responsive learning centers, and consistent routines/schedules to safely engage children and maximize learning.
- Implements the HighScope curriculum in collaboration with other staff.
- Collaborates with other staff/consultants to plan and implement developmentally appropriate, activity-based instruction aligned with the individualized goals of the child and the program, HighScope, and best practice principles of licensing and accrediting organizations.
- Adapts learning activities and materials to support diverse abilities and learning styles.
- Guides developmental growth of children to support achievement of learning objectives through age-appropriate play, sensory experiences, fine/gross motor activities, music/art, and language/communication activities in the classroom and during community outings.
- Nurtures social/emotional development. Uses positive guidance techniques to foster self-regulation and learning. Interacts with children at the eye level of the children.
- Guides appropriate behavior and interaction skills through modeling and redirection. Implements behavior management programs as directed.
- Sets up and helps children use assistive/adaptive and computer technology to perform developmental tasks.
- Guides the development of self-help skills including toilet training.
- Documents each child's progress on a weekly basis.
- Provides input about a child's developmental status and reports information as assigned at Protocol of Care reviews, Individualized Family Service Plan (IFSP) or Individual Education Plan (IEP) meetings and Admission & Release Committee conferences.
- Performs other duties as assigned.

### **Provides nursing assistance services to address clinical needs and daily care services to address basic needs**

- Provides a safe and nurturing environment and a structured daily routine.
- Directly monitors children.
- Provides developmental stimulation and positive interaction with children.
- Provides nursing assistance to address clinical care needs, as assigned, such as monitoring/documenting food and fluid intake and output, and other such tasks.
- Monitors vital sign as assigned.
- Feeds, toilets, dresses, and addresses all other personal care needs of children.
- Physically handles child for wheelchair transfers and positioning
- Uses safe lifting techniques. Makes full and proper use of lift equipment when performing personal care duties, as indicated by the assessed needs of the child/youth.
- Provides safe physical management of children during emergency drills and/or crisis situations.
- Supervises children on community outings.
- Assists with shared duties of the program, including preparation and cleanup of all snacks/meals, assisting with laundry, cleaning of all toys and classroom furniture on a daily basis, etc.
- Implements operational changes in assigned area to comply with revised licensing/accreditation standards.
- Completes attendance records, incident reports, food service forms, and other required records.
- Maintains a safe and healthy environment to align with standards of the National Association for the Education of Young Children (NAEYC) and STARS for KIDS NOW.
- Performs other duties as assigned.

### **Supports efforts to educate, instruct, and train parents/guardians/other caregivers (caregivers) regarding their child's developmental needs and daily care.**

- Demonstrates effective methods of communication that value the role, skills, input, and expertise of caregivers.
- Encourages caregivers to express their priorities and concerns.
- Collaborates with caregivers to promote child development by information sharing/joint decision making/care planning.
- Consults with caregivers, as needed/requested about daily care routines.
- Demonstrates development stimulation and care routines to help caregivers meet the needs of their child at home.
- Communicates pertinent information to caregivers about their child's progress in achieving learning objectives.

- Respects and provides on-going support for caregivers' preferred level of involvement in Redwood programs.
- Performs other duties as assigned.

#### **DESIRABLE TRAINING AND EXPERIENCE**

A Child Development Associate degree and/or certification as a nursing assistant are required. Candidates with bachelor degrees in Early Childhood Education, Interdisciplinary Early Childhood Education, Special Education, Child Development, or similar related field are preferred. Experience with children with special healthcare needs is important. Behavior management, lifting, CPR\First aid, and childcare orientation training are an added benefit.

#### **REQUIRED KNOWLEDGE AND ABILITY**

Applicant must:

- Demonstrate a caring, nurturing, and encouraging attitude for children
- Relate respectfully to children and families without discrimination based on race, gender, ethnicity, religion, disability, sexual orientation, or socioeconomic status
- Have adequate hearing, vision, and physical strength and ability, including having the ability to lift and handle children as described in the essential functions, with or without the use of adaptive devices
- Demonstrate good reading, writing, spelling, and math abilities for accurate completion of documentation/reports/records
- Demonstrate clear speech and good expressive language to support child and/or family communication
- Be willing to work as part of an interdisciplinary team; exhibit the ability to see/hear children under his/her care at all times
- Exhibit sound judgment to avoid dangerous situations in the childcare settings
- Have reliable transportation to/from work
- Ability to use age-appropriate activities, language, and behaviors with the children
- Display professionalism in appearance, actions and behaviors in keeping with assigned role
- Acceptable Criminal Background check, Child Abuse & Neglect (CAN) Central Registry check

*This job description reflects Redwood's assignment of essential functions; describes the general content of and the requirements for the performance of this job and is not to be construed as an exhaustive statement of duties requirements or responsibilities. Redwood reserves the right to change any part of this job description, to assign or reassign duties and responsibilities to this job description as circumstances require.*

## Confirmation of Receipt/Compliance Agreement

I confirm that I received a copy of the job description for the **Child Development Associate/Certified Nursing Assistant** position last revised in January 2012. Furthermore I read, understand and agree to the above job description. I understand the essential functions, qualifications, education, experience, and physical demands of the position and acknowledge that I am capable of performing all of the essential functions and duties of this position with or without the use of adaptive equipment. I agree to comply with this job description as a condition of employment. I understand that failure to comply with the job description will lead to discipline up to and including dismissal from duties at Redwood.

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(Print Name)

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(Date)

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(Signature)

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(Witness Signature)