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# Example of Child Care Job Description

Our growing company is searching for experienced candidates for the position of child care. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for child care

* Enroll children in child care setting
* Enter client and case eligibility, demographic, and service information into system
* Be courteous and tactful when working with children and their member-families
* Being familiar with approved methods of positive redirection of all ages of children
* Know and maintain appropriate group size and ratio
* Interact with children at all times
* Oversees caseload of customers to ensure positive outcomes
* Enrolls categorically eligible children as authorized by the Board, the Workforce Center operator, other workforce services providers and staff
* Enters client and case eligibility, demographic, and service information into the designated system
* Manages a caseload of customers by providing advice for available childcare services to customers and providers

## Qualifications for child care

* Completed 45 Hour Certificate
* Must possess high school diploma, GED, or equivalent OR be currently enrolled in classes to complete this level of education
* Proficient with computers (preferrably MS Office)
* High school diploma/GED plus one (1) year experience in child care is required
* Child Care Orientation Training (CCOT) Certificate is preferred and can be substituted for experience requirement
* Fluent in Spanish and English (Read, Write and Speak)