



CODE: 44010-S
UNIT: WHITE COLLAR
GRADE: 6
FLSA: Non-Exempt

CLASSIFICATION TITLE
INFANT CARE SPECIALIST

SUMMARY

Provides for the care of children and instructs parents in the development of child-care skills.

MINIMUM REQUIREMENTS

High School Diploma or Equivalent

Associate's (or higher) degree, or two-years (60 Semester-Hour credits) of study at an institute of higher learning
OR
Completion of an AZ Dept. of Education-approved Academic Assessment Test.

Copy of diploma, transcripts or test results must be submitted at time of application.

Arizona IVP Fingerprint Clearance Card

One-year experience in working in the field of early childhood development and/or experience working with young children.

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Any equivalent combination of experience, training, or education.

ADDITIONAL REQUIREMENTS AFTER HIRE

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

CPR and First Aid Certification. Certification must be maintained current during course of employment.

Blood Borne Pathogens Training as mandated by OSHA.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Instruct pregnant and parenting students in the care of infants and toddlers in areas such as feeding, diapering, changing and bathing.

Encourages the emotional and social development of toddlers and infants by talking to them and playing with them.

Assists the Nurse in checking the health status of infants and toddlers.

Maintains all immunization and medical records.

Records all feedings and diapering of each child.

Attends training classes in areas such as mothering and early childhood development.

Cleans and sanitizes the beds, cribs, furniture, toys, laundry, and equipment in the nurseries.

Ensures the nurseries are safe for children.

Monitors the activities of nursing students. Instructs them in the care and understanding of the needs and development of children.

Schedules nursery assignments for students.

Records completed tasks on the Nursery Skills Cards.

Informs teacher or coordinator of student's participation in class and may assist in the evaluation of each student's class performance.

Decorates the nursery and/or classroom to create a pleasant environment for the children and students.

Coordinates with nurse, career counselors, teachers and coordinator.

May participate in lesson plan development.

MENTAL TASKS

Communicates. Reads. Comprehends. Performs functions from written, graphic and oral instructions and from observing others. Evaluates written materials.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is required only to supplement normal sedentary work. Assistance is available in the event heavy physical exertion is required. Work may involve occasional lifting and carrying weights up to 25 pounds. Moderate walking, stooping, bending, reaching and sitting for extended periods may be required as a normal part of the job. Employees may be required to obtain a driver's license in some instances. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses office equipment such as telephone, computer, printer and copier. Utilizes audio-visual equipment. Operates a standard or automatic transmission motor vehicle.

WORKING CONDITIONS

Indoor. Outdoor. Office environment. Exposure to noise. Contact with employees, students and public. Exposure to all weather/climate conditions and temperatures. May work in small, cramped areas.

CONTROL, SUPERVISION

None.