



St. Francis Xavier
Missoula's Jesuit Parish
420 West Pine Missoula, MT 59802
(406) 542-0321

Child Care Worker

St. Francis Xavier is a Catholic-Jesuit Parish ignited by the Eucharist to pray, serve, do justice, and love.

POSITION TITLE: Child Care Worker

STATUS OF POSITION: Part-time hourly

I. POSITION GOAL:

St. Francis Xavier Child Care Center is looking for patient, attentive Child Care Workers to care for children ages infant to 4 years old. The Child Care Worker will assist by preparing meals for children, maintaining their hygiene, monitoring them for health, behavioral, and emotional concerns, providing them with age-appropriate instruction and working with parents to ensure that children are learning and socializing in a positive way. They may also assist with sterilizing toys and play areas and other duties as assigned to ensure that the children are in a safe, engaging, and clean environment.

To be successful as a Child Care Worker, you should be thorough and caring with an eye for detail. You should be prepared to meet the physical demands of the position and have an understanding of the childhood development process.

II. ACCOUNTABILITY:

Reports to the Director of the St. Francis Xavier Child Care Center.

III. POSITION RESPONSIBILITIES:

- Providing care for children, such as setting schedules and routines, grooming, feeding, changing diapers, and cleaning rooms and toys.
- Developing and encouraging age-appropriate learning and socialization to ensure children learn basic skills and concepts, such as communication, manners, sharing, etc.
- Maintaining a safe workplace by monitoring children for health, behavioral, and emotional issues and reporting concerns to staff and parents.

- Helping children discover new interests by introducing them to art, music, games, and other potential hobbies.
- Ensuring children are learning positive behaviors and providing guidance or approved discipline, as needed.
- Preparing children to enter the next level of care or for entry into school.
- Keeping records relating to child care.
- Working with parents to help children progress towards educational and behavioral goals.

IV. CHILD CARE WORKER REQUIREMENTS

- High School Diploma or equivalent.
- More education and experience may be required or preferred.
- A valid driver's license.
- Additional licenses, certifications, or training may be beneficial or required.
- Decisiveness, patience, and stamina to chase after, lift, or carry children.
- Record of immunizations and ability to pass a background check.
- Exceptional communication, teaching, and interpersonal skills.
- Strong understanding of stages of childhood development.
- Attentiveness to the needs and safety of children.

IV. PHYSICAL DEMANDS

The physical demands and work environment 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.

- Able to lift 20 pounds
- Able to walk up two flights of stairs
- Must comply with a background check and Virtus training
- The Director of Child Care Center is required to sit, talk, and hear
- The Director of Child Care Center is occasionally required to walk, stoop, kneel or crouch

VI. DIOCESAN COMPLIANCE

St. Francis Xavier is a parish of the Diocese of Helena and thus all employees are required to comply with diocesan policies and procedures including VIRTUS Training.

Additionally, all applicants must complete a Diocese of Helena Employment Application which is located under Employment Opportunities on the Diocese of Helena Web page or through the link below.

<http://www.diocesehelen.org/offices-and-ministries/human-resource-services/employment-opportunities/>

Joseph P. Carver, S.J., Pastor
St. Francis Xavier Parish
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Missoula, MT 59802
917-912-3747

Please send resume/application to Angie Colbert at acolbert@sfxmissoula.org