

---

**HOMES FOR FAMILIES – FULL-TIME CHILD CARE ASSISTANT**

**Position Assignment**

**Title:** Child Care Assistant  
**Organizational Unit:** Homes for Families  
**Recruited by:** Homes for Families – Director  
**Approved by:** Vice President of Campus Ministries

**Working Relationships**

**Reports to:** Homes for Families – Director  
**Staff Team:** Homes for Families staff: Director, Assistant Director, Resident Coordinators, Child Care Provider, and all STCH Ministries staff to enhance the total program

**Basic Functions**

This position provides child care services for the Homes for Families program of South Texas Children's Home Ministries (STCH Ministries).

**Basic Responsibilities**

1. To assist Child Care Provider with scheduling activities for children of the Moms in care during the hours when Moms are involved in various classes and learning activities.
2. To assist Child Care Provider with tracking supplies and communicate needs to Program Coordinator.
3. To prioritize safety of children at all times while in care.
4. To interact with mothers, children, and groups in a manner consistent with Christian values.
5. To perform basic child care duties.
6. To perform all other duties as assigned.

I, the employee, have read, understand, and agree with the position description for Homes for Families – Child Care Assistant.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Supervisor Signature

\_\_\_\_\_  
Date