
HOMES FOR FAMILIES – PART-TIME CHILD CARE ASSISTANT

Position Assignment

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

Working Relationships

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

Basic Functions

This position provides child care services on a part-time basis, hours subject to change from week to week, 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 Director of Homes for Families.
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

Position Description
South Texas Children’s Home Ministries



Employee Supervisor Signature

Date