

- Willingness to complete Pediatric First Aid, CPR and Health and Safety Course

KNOWLEDGE AND SKILLS:

- Working knowledge of the principles and practices of child development and adult learning styles.
- Understanding of the principles of bilingual and multicultural education
- Basic personal computer skills with word processing and email experience
- Basic oral and written communication skills
- Bilingual, Spanish/English preferred
- Knowledge of and sensitivity to culturally diverse groups and persons from low-income families
- Basic skills in reading, analyzing, and interpreting procedures and governmental regulations
- Basic ability to write reports and correspondence. Basic ability to effectively present information and respond to questions from parents, children and staff
- Basic ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Basic ability to solve practical problems and deal with a variety of situations with good judgment
- Basic ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

PERSONAL CHARACTERISTICS:

- Highly dependable, takes initiative, has good judgment and is able to function with minimal supervision
- A sincere interest in the development of all children and in building partnerships with families and team members

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee occasionally is required to sit at a desk and sometimes use a computer. The employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee drives, approximately 5% of the time, to meetings, trainings, and home visits as scheduled throughout the year. The employee spends approximately 5% of the time writing and/or keyboarding.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee works in outside weather conditions a minimum of 90 minutes a day. The noise level in the work environment is usually moderate and sometimes noisy.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Community Action Partnership of Sonoma County is an Equal Opportunity/Affirmative Action Employer.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that is required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Print Name: _____

Signature: _____

Date: _____