

## **POSITION #10, TITLE: Child Care Worker**

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**Direct Supervisor:** Logistics Section Chief

**Mission:** Welcome and orient parent (s)/guardian(s) & child. Provide safe, secure, organized and appropriate child care for children of varying ages while parent(s)/guardian(s) are either responders at or visitors\* to the EDS site.

**Qualifications:** CORI approved. Non-medical, able to provide safe and appropriate care for children of varying ages for extended periods. Ability to spot people: parent(s) /guardian(s), children who may need additional assistance.

### **POSITION RESPONSIBILITIES**

#### **Initial Action/Planning Phase**

- Review your Position Checklist and check off tasks as they are completed.
- Sign In, obtain credentialing and put on ID badge.
- Attend overall staff briefing.
- Receive assignment-specific briefing from your supervisor.
- Familiarize self with clinic layout and process.
- Familiarize self with child care area and facilities.

#### **Primary Responsibilities During Site Operation**

- SIGN IN FOR SHIFT
- Greet parent(s)/guardians(s) and children as they arrive and answer questions about the child care services at the facility.
- Provide both parent(s)/guardian(s) with corresponding identification bracelets.
- Identify individuals who may need translators, mental health consultation or additional assistance. Notify direct supervisor as needed.
- Monitor children within the child care area, providing safe age appropriate toys, books, games, drinks (juice/water) and snacks, quiet space, etc. in a enclosed designated area
- Monitor children for signs of stress/anxiety, trauma, unusual behavior. Notify direct supervisor as needed.
- Monitor child care area for safety, security, and cleanliness
- Return child to parent(s)/guardian(s) with corresponding identification bracelet
- Supervise area so no unauthorized adults or other children are allowed in area or to interact with children in the child care area.
- Ensure that all children are returned to the caregiver that dropped them off.
- Brief incoming shift replacement
- SIGN OUT

#### **Deactivation Phase**

- Ensure that all children have been returned to the caregiver that dropped them off.
- Assist with the teardown and re-packing of the assigned area.
- Identify issues for After Action Report.
- Participate in de-briefing.

- **Access/use of Child Care space to be determined by City/Town.**