

INTERNAL JOB POSTING

Job Posting: Childcare Worker – (2) Positions

Date: June 18, 2010

Location: Miracle Hill Boys Shelter, Wade Hampton Boulevard

Basic Job Description:

The duties of this position include but are not limited to:

1. Supervising clients in regular day to day activities.
2. School tutoring and assisting the teacher in the regular school activities.
3. Complying with The Department of Social Services directives and policies.
4. Providing transportation as needed with MHM vehicles.
5. Cooperating with agencies providing services to residents.
6. Following policies and procedures for MHM/MHBS.
7. Providing reports as requested by the Director of MHBS.
8. Ensuring the MHBS clients are supervised. (i.e. Not leaving clients unattended, Not interceding in disciplinary action without the help of a trained staff partner.)
9. Maintaining reasonable discipline without violating the rights of the clients or staff.
10. Insuring the medical needs of the clients.
11. Providing counseling to clients and consulting with the Child Care Coordinator if more is needed.
12. Maintaining records of any disciplinary action other than verbal reprimands for clients.
13. Maintaining professionalism and accountability in the work place. (i.e. Not allowing racial, sexual, or other speech that will harm the staff or clients; Maintaining a personal dress standard that is modest and neat.)
14. Working with and supervising MHBS Volunteers.
15. Directing and sharing in Biblical teaching and service ministry for MHBS clients.
16. Making sure that all reports are filled out and filed.
17. Using a computer to keep records of clients daily activities

If interested in the above position, please fill out an *Employee Interest Form* (which can be obtained from the Human Resources Office or from your supervisor). *Employee Interest Forms* must be turned in to the Human Resources Administrator **Immediately**.