

GOOD SAMARITAN HOSPITAL ASSOCIATION
HEART OF AMERICA MEDICAL CENTER
HAALAND ESTATES

MISSION STATEMENT

To deliver compassionate care by advancing the physical and spiritual well-being of the communities we serve through smart medicine and exceptional service.

VISION STATEMENT

To be the provider of choice for healthcare within our communities.

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JOB DESCRIPTION

JOB TITLE: Care Giver
Department: Child Care Center

NAME: _____
Responsible to: Child Care Director

QUALIFICATIONS:

Must be at least 16 years of age, have the ability to speak, read and write English. Must be able to perform physical activities such as, but not limited to, lifting children or heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking and pass a work tolerance examination. Must pass criminal background check and drug test. Must complete the department-approved basic child care course within the first three months of employment and complete a minimum of thirteen hours of department-approved training related to child care yearly. Must possess maturity, good judgment and like working with children and their parents.

JOB SUMMARY:

Under direction, assists in the coordination of the daily operations of Kids next door child care center; Implement State licensing regulation and program handbooks; implement and maintain an appropriate learning environment for the children; supervise and train the caregivers; and work in the classroom doing breaks and on an as needed basis. Maintain a safe, orderly and sanitary environment.

TYPICAL WORKING CONDITIONS:

Position requires daily contact with employees, children in the child care center, and parents of the children in the center. Work will be performed in a child care setting environment which will be well furnished, well lit, and temperature controlled.

TYPICAL PHYSICAL DEMANDS:

Required to sit, stand and walk in sequences, often accomplishing several tasks at once. Required to occasionally lift up to 50 pounds. Be able to stand or walk for long periods of time. Be able to step in and help out where needed.

RESPONSIBILITIES:

I. Hardwiring Excellence – responsible to know and adhere to evidence based leadership to achieve excellence.

Non-Management & Management Personnel:

1. Standards of Behavior
2. Key Words at Key Times – AIDET

Management Personnel:

1. Rounding for Outcomes
2. Align Leader Evaluations with desired behaviors
3. Staff Appreciation through thank you notes
4. Selection and the first 90 days

II. Professional attitude, leadership role and team member abilities. Maintains a positive professional role throughout the facility and community.

STANDARDS:

1. Exhibits a positive professional approach when dealing with the public and demonstrates solution oriented involvement with problems of the facility, staff and patients.
2. Attendance and involvement in management meetings, CQI and voluntary groups/committees.
3. Good communication with subordinates and peers
4. Shows initiative and follow-through in work projects.
5. Values and pursues professional education and self improvement.
6. Timeliness of reports, i.e. evaluations, CQI reporting.

III. Accountability for Safety

STANDARDS:

1. Familiarizes self with and adheres to all facility and department safety policies and procedures.
2. Completes all required annual safety training.
3. Supports and implements safety into all job responsibilities regarding self, other employees, residents/patients and visitors.
4. Reports safety violations (or unsafe observances) to supervisor and/or department head immediately.
5. Promotes a culture of safety to improve employee safety.

IV. Safeguarding the privacy and security of protected health information (PHI) in any form including electronic, written or oral.

STANDARDS:

1. Responsible for safeguarding any PHI or EPHI seen, used or disclosed during this positions normal job functions as stated in the above job responsibilities based on the HIPAA privacy and security policies and procedures. (**Note-may need to be expanded upon based on the description of job functions**)
2. Responsible to conduct any oral discussions of PHI with other staff or with patients and family members in a manner that limits the possibility of inadvertent disclosures.
3. Responsible for maintaining strict confidentiality with any unintentional access to PHI whether written, electronic or oral.
4. Responsible for reporting suspected violations of the safeguarding of PHI or EPHI by any GSHA employee or business associate.
5. Responsible to ensure the use or disclosure of PHI or EPHI that is **not routinely available** to this position must be coordinated with the HIPAA Privacy Officer, Security Officer or designees.

V. Key duties and responsibilities:

Include, but are not limited to:

- Work with director and supervisors in maintaining an excellent standard of child care services Maintain a safe, healthy and educational environment
- Attend staff meetings and staff trainings
- Complete responsibilities given by supervisor or director
- Maintain daily open communication with parents
- Help with developed curriculum for children in your classroom; Group activities, observations, individualized learning, nutrition, hygiene, and rest
- Create an orderly and inviting learning environment for the children
- Provide an opportunity for parent to discuss concerns and become involved in classroom activities
- Provide direct care for children in the center as needed based on scheduling and ratio
- Perform other duties as assigned

TO BE COMPLETED BY EMPLOYEE:

"I have read and understand my job description".

Signed _____ Dated _____

REVISED/REVIEWED: _____ (Use Only One & Include Date)

NOTE – Update Annually in Network Folder and with Employee. Best to complete employee’s during annual evaluation and forward to Human Resources for filing.