



JOB DESCRIPTION

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| JOB TITLE: | Childcare Assistant |
| LOCATION: | Donabate or Cork St, Dublin 8 |
| RESPONSIBLE TO: | Childcare Co-Ordinator & CE Supervisor |
| RESPONSIBLE FOR: | Working in a holistic and caring way with the Children attending the Nurturing Centre and in the Family Home. |

Main Duties:

1. To have regard for the objectives and ethos of Sophia Housing Association.
2. Day to day responsibility, under supervision for the children attending the facility.
3. To work in close cooperation with Childcare Worker/Childcare Resource Coordinator in planning, introduction and development of new Curriculum.
4. Implementing and reviewing activities appropriate to individual and group needs so as to provide for children's Physical, Cognitive, Linguistic, Social and Emotional Development.
5. To provide regular feedback to parents in conjunction with the childcare worker.
6. Observing all procedures as required in terms of care and control, safety and good childcare practice in accordance with the regulations.
7. Keep up to date records on each child.
8. To participate in supervision.
9. To attend relevant training in /outside of Sophia relevant to his/her work.
10. Reporting and recording any accident/incident or concern regarding the children to the Childcare Worker.
11. Liasing with parents.
12. Undertaking duties as may be reasonably delegated from time to time by the Childcare Worker / Childcare Resource Coordinator.

13. Undertake certain domestic jobs with the Nurturing Centre e.g. preparing of snacks, cleansing equipment, shopping etc.
14. To administer First Aid when necessary.