

## NO RTEC JOB SPECIFIC SKILLS COMPETENCY

Updated 2/29/00

LICENSED CHILD DAY CARE WORKER

DOT CODE: 359.677-018 SVP 4

**Job Description:** Attends to children in private home day-care setting. Performs variety of tasks, such as dressing, feeding, bathing, and overseeing play. Physical Demands - Active w/medium lifting, carrying, or moving (up to 50 lbs). General Educational Development - R3 M2 L3; Aptitudes - Average General Learning Ability, Verbal, Form Perception, Motor Coordination, Manual Dexterity, and Eye-Hand-Foot Coordination.

### CORE SKILL COMPETENCIES/INDICATORS:

1. Can pass prescribed First Aid and CPR certification course. (I, S, IN)

*Note: This is a mandatory item and requires achievement documentation, not just rating (Pre-test deficiency = No; Post-test proficiency = Yes)*

2. Can demonstrate ability to observe and monitor the daily activities of children in a home environment. (R,I,S)
3. Can demonstrate ability to amuse children by reading to them or playing games with them. (R, I)
4. Can demonstrate ability to prepare and serve nutritious meals appropriate for children. (R, T, I, IN)
5. Can demonstrate ability to sterilize bottles and other equipment used for feeding infants. (R, T)
6. Can demonstrate ability to assist children in bathing and dressing needs. (I, IN)
7. Can demonstrate ability to accompany and supervise children on walks or outings. (I)
8. Can demonstrate ability to instruct children in good hygiene habits. (I)
9. Can demonstrate ability to wash childrens clothing. (R, T, I)
10. Can demonstrate ability to keep childrens environment clean and free of safety hazards. (R, T, I, S, IN)
11. Can demonstrate ability to assist children in maintaining proper rest or nap periods. (R, I)
12. Can demonstrate ability to take children to appointments arranged by parents when appropriate. (R, I, IN)
13. Can demonstrate ability to understand and apply appropriate and consistent discipline practices with children. (I, S)
14. Can demonstrate ability to change diapers. (R, T, I)
15. Can demonstrate an understanding of the importance of play in the development of pre-school children. (R, T, I, S)
16. Can demonstrate an understanding of the importance of balanced activities in the day, including group and individual activities, and active and quiet times. (R, T, I, S)
17. Can demonstrate ability to stand, walk, bend, stoop, and lift to attend to a child's interests and needs. (I, S)
18. Can demonstrate ability to communicate effectively with children. (I, S, IN)
19. Can demonstrate ability to communicate effectively with parents and staff. (R, I, S, IN)
20. Can demonstrate knowledge of state and local family home day care licensing regulations. (S, IN)
21. Can demonstrate knowledge of industry confidentiality standards. (I, IN)
22. Can demonstrate ability to document significant occurrences in child's daily routine and activities. (IN, I)

23. **Can demonstrate an understanding of the basic concepts of self-employment and general business management. (R, S, IN)**
24. **Can demonstrate ability to develop a comprehensive business plan, including detailed budget. (R, S, IN)**
25. **Can demonstrate an understanding of marketing strategies. (R, I, S, IN)**
26. **Can demonstrate ability to set up bookkeeping and tax records for Licensed Day Care business. (R, S, IN)**
27. **Can identify prevention methods for avoiding health and safety hazards in a licensed home. (R, T, I, S, IN)**
28. **Can demonstrate an understanding of legal liabilities, and the appropriate insurance methods to guard against infractions. (R, S, IN)**
29. **Can understand and appropriately identify common childhood illnesses, symptoms and treatment. (I, S, IN)**
30. **Can understand and appropriately identify need for emergency first aid procedures, attention to hygiene needs, home safety, and pet precautions issues. (I, S, IN)**
31. **Can demonstrate an understanding of child neglect and abuse issues, and appropriate reporting procedures. (I, S, IN)**