

## *Blue Water Community Action*

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BWCA has a job opening in the Children's Services Department for a Substitute Aide.

**JOB TITLE:** SUBSTITUTE AIDE  
**PROGRAM:** Children's Services  
**SUPERVISOR:** Children's Services Sub Coordinator  
**STATUS:** Substitute, Non-Exempt

On-call position, filling in for absent classroom and transportation staff. Job related activities will occur primarily on a bus, outdoors, and in classrooms during the work week with occasional Fridays or evenings.

### **DUTIES AND RESPONSIBILITIES – JOB SPECIFIC**

#### **CLASSROOM**

1. **Daily Routine:** Assist with the planning and implementation of a developmentally appropriate daily routine that incorporates Head Start and agency requirements, using the High/Scope curriculum.
2. **Safety:** Ensure the highest level of well-being and safety of the children at all times.
3. **Participate:** Actively participate in all activities with the children while maintaining a positive classroom environment and as a positive role model for staff, parents and children.
4. **Parents:** Promote parent involvement by encouraging participation in the classroom and other program activities.
5. **Child's Needs:** Regularly observe, assess and mitigate individual children's needs.

#### **BUS AIDE**

6. **Pickup/Drop off:** Following procedures, safety conduct pickups and drop offs of children.
7. **Releases:** Release children to approved individuals only.
8. **Restraints:** Properly secure children in appropriate safety restraint and supervise them while on the bus.
9. **Attendance:** Maintain "real time" attendance sheets.
10. **Participate:** Actively participate with children while maintaining control and as a positive role model for staff, parents, and children.
11. **Inform:** Keep parents/guardians informed of all necessary information and share pertinent family information with appropriate staff.
12. **Parents:** Promote parent involvement by encouraging participation in the classroom and other program activities.
13. **Driver:** Maintain open communication with bus driver and establish a positive work relationship.
14. **Safety:** Ensure the highest level of well-being and safety of the children at all times.
15. **Other:** Other duties may include:
  - A. Provide breaks for classroom staff, using developmentally appropriate adult/child interactions.
  - B. Caring for children during a parent meeting or other activity.

- C. Shopping for items needed for classrooms or other activities.

## **DUTIES AND RESPONSIBILITIES – ORGANIZATIONAL**

1. **Demonstration of Values:** Understand BWCA’s mission and purpose. Adhere to BWCA standards of conduct, program philosophy (where applicable), and cultural contract.
2. **Customer Service:** Provide high quality customer service in a prompt, respectful, and professional manner. Conduct formal/informal assessment of eligibility for BWCA programs and make referrals as appropriate.
3. **Quality of Work:** Consistently perform job duties accurately and timely; cost conscious when utilizing materials and resources; seek opportunities for improving processes; and, meet commitments and deadlines.
4. **Flexibility/Adaptability:** Demonstrate flexibility and adaptability to change and to recommendations for improving job performance in a positive manner.
5. **Safety:** Demonstrate safe work habits. Report unsafe conditions and incidents. Participate in the maintenance of a clean and safe work environment.
6. **Teamwork:** Effectively participate as a team member at multiple organizational levels and across departments.
7. **Goals:** Understand and meet organizational goals/objectives related to position including agency strategic plan, ROMA plan, and Children’s Services Strategic Plan as well as taking on duties that are not related to position as supports for management staff/support staff to reach goals/objectives. MGT: Team achieves outcomes.
8. **Communication:** Effectively communicate with other staff, clients, partners, and the public in a manner that is tactful, sensitive, and respectful. Demonstrate active listening. Body language and tone are consistent with verbal messages. Demonstrates friendly, positive “can do” attitude: Oral and written communications are clear, concise and accurate; Keep team members informed.
9. **Confidentiality:** Maintain confidentiality of client and organizational information.
10. **Improvement:** Continually improve skills through a variety of opportunities external and internal with particular attention to areas identified in the Professional Development Plan and other goals set related to improvement. Improve outcomes results of assessments related to job position, client outcomes, and organizational goals. Attend staff pre/in-services and other training opportunities as available.
11. **Compliance to Policy:** Understand and comply with organization and regulating policies and procedures including the reporting of child/adult abuse/neglect as required by law.

## **QUALIFICATIONS**

1. Experience working with low-income children and their families preferred.
2. Ability to lift fifty (50) pounds.
3. Must have valid driver’s license and vehicle insurance.

**If you are interested submit application and/or resume to:**

**Human Resource Department      302 Michigan St.      Port Huron, MI 48060**

Blue Water Community Action is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, religion, color, national origin, age, marital status, height, weight, sex, marital status, sexual orientation, veteran status, or disability.