

## *Blue Water Community Action*

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BWCA has a job opening in the Children's Services Department for a part time 3<sup>rd</sup> Person. Average hours range between 16-28 hours per week. Time frame is between 8am-3pm, flexibility start/end time available upon set schedule.

**JOB TITLE:** 3<sup>rd</sup> PERSON  
**PROGRAM:** Children's Services  
**SUPERVISOR:** Teacher  
**STATUS:** Non-Exempt  
**WAGE:** \$12.12 per hour

The purpose of the 3<sup>rd</sup> Person is to support the Teacher and Teacher Aide in providing a safe, engaging, and developmentally appropriate classroom. Job related activities will occur primarily at an assigned classroom during the work week, with occasional Fridays and/or evenings.

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

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.
6. **Assessment:** Assist with the assessment of children daily.
7. **Collaborate:** Collaborate with teacher and other staff on program activities and child related issues.
8. **Other:** Additional duties as assigned.

### **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. High School Diploma or equivalent.
2. Experience working with low-income children and their families preferred.
3. Ability to lift fifty (50) pounds.

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.

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