

Position Title: Child Care Worker – Center for Women & Children, Indianapolis

Reports To: Children's Ministry Coordinator

Category: Professional, Non-exempt

Wheeler Mission Ministries is committed to giving hope that changes lives through transformational relationship with Jesus Christ. Wheeler Mission Ministries considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of Wheeler Mission ministries have a personal relationship with Jesus Christ and subscribe to our Mission, Vision, and Core Values. Employees are encouraged and expected to share the Gospel as opportunities arise.

Position Summary: This position is responsible for helping to implement the child care program for the children at the Center for Women and Children.

Qualifications:

1. The Child Care Worker must possess a sincere love for the Lord and a desire to see individuals come to a personal relationship with Christ and grow in Him.
2. The Child Care Worker must be in agreement with the philosophy and policies of the ministry and be able to view this as a team ministry with a servant's heart.
3. The Child Care Worker must possess a minimum of a High School Diploma or equivalent.
4. The Child Care Worker must be flexible and able to work with children from various backgrounds and at different skill levels.

Essential Requirements Duties may include, but are not limited to some or all of the following:

1. The Child Care Worker is responsible for assisting in meeting the needs of the children in the Child Care Ministry.
2. The Child Care Worker will work directly with CWC children in age appropriate activities as assigned and directed by the Children's Ministry Coordinator.
3. The Child Care Worker will meet weekly or as needed with the Children's Ministry Coordinator to discuss any problems with the children or parents.
4. If needed she will participate in conferences with the Children's Ministry Coordinator and CWC Asst. Director to discuss concern with the parent regarding the children.
5. The Child Care Worker will only accept children at the Child Care Ministry who are on the list provided by the Family Development Case Manager indicating they are eligible for child care for that day.

Work Environment: The Child Care Worker must be able to carry out the required job duties in a fast paced Christ Centered environment that is grace-based, trauma informed and strengths focused with an emphasis on healthy child development.

Physical Activity: The Child Care Worker must be able to

1. Lift 50 pounds
2. Stand for extended periods of time
3. Transition easily from sitting to standing

Other Duties:

1. The Child Care Worker may be asked at the discretion of the CWC Director or Asst. Director to perform other duties.
2. The Child Care Worker will participate in staff meetings; meet regularly with the Educational Coordinator, CWC Director or Asst. Director as requested

** Additional job duties (specifics about the program supported by this position) are explained in the Children's Ministry Manual.

Required Experience: The Child Care Worker must possess a minimum of High School Diploma or equivalent. Experience working with children who have experienced familial substance abuse, mental health, trauma, domestic violence or homelessness is preferred.

Background Investigation and Drug Testing: The Child Care Worker will be required to undergo random drug testing, criminal background checks and sex offender checks. She will also be required to submit to a FBI background check and Child Protective Services check.

Wheeler Mission Ministries has a mandatory drug testing policy for all new employees. The successful applicant must submit to and pass a drug and/or alcohol test. This drug and/or alcohol testing may occur any time after the applicant receives a conditional offer of employment.

Wheeler Mission Ministries considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of Wheeler Mission Ministries have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values. Additionally, employees must be willing to lead and/or participate in Bible study, prayer, devotions, and sharing the Gospel.

Disclaimer: Although WMM has attempted to accurately and thoroughly describe this position, WMM reserves the right to change the same, including to change, add to or subtract from the duties outlined, within the sole discretion of WMM, at any time, with or without advance notice. This position description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This position description is not an employment contract, implied or otherwise. The employment relationship remains "at-will." The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with disabilities.