

TITLE: <u>Family Support Aide</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA702</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>2</u>	EEO CODE: <u>70</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>SA</u>

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**POSITION PURPOSE**

Provide child care and program support activities for families involved in University research and/or service projects. Attending to children necessitates familiarity with specific work routines.

**ESSENTIAL JOB FUNCTIONS**

- Provide child care services to children of University program participants during counseling and/or workshop sessions. Attend to the needs of children of varying ages simultaneously; provide parents with structured child care which makes participation in projects a positive experience.
- Involve children in age-appropriate activities. Maintain order in child care area of health center; ensure all children are participating in constructive activities; interact with a wide range of children and parents; maintain an atmosphere which promotes healthy relationships for all children.
- Monitor children receiving child care. Attend to the needs of those having physical, mental or emotional difficulties; look after children from dysfunctional homes. Note and alert supervisor of any changes in a child's behavior or appearance which may indicate abuse.
- Set-up play area. Plan and carry out activities; arrange equipment and toys; intervene in conflicts involving children and utilize problems solving techniques; ensure all children are accounted for and involved in age-appropriate activities.
- Provide clerical support to research or service program. Copy and distribute information to participants; document services provided and referrals made; perform recordkeeping and filing for professional staff; obtain requested forms and information.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This classification provides quality child care services to children of participants in University research and/or service programs or projects. As such, incumbents are planning and directing age-appropriate activities for children of varying ages. Duties are specific in nature, but an awareness of related activities is essential. Work activities are dictated by established routines, but the incumbents must handle them based on information learned through prior experience or exposure. Work is performed in a designated area of health care or research facility. This position is typically located in a research or service based unit and reports to and receives work direction from a professional or management level position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience.
- Ability to communicate effectively with others.
- Child development training preferred.
- Good oral and/or written communication.
- Typically, incumbents have held positions as child care providers.