

**Denali Family Services  
Teaching Assistant  
Position Description**

**Mission**

Supporting children and families through individualized community based services.

**Section I**

<b>Name:</b>		<b>Organization:</b>	Denali Family Services
<b>Job Title:</b>	Teaching Assistant	<b>Department:</b>	Little Steps Developmental Pre- school
<b>FLSA Status:</b>	Overtime Eligible	<b>Supervisor:</b>	Little Steps Program Director
<b>Revision Date:</b>	September 2011	<b>Position Status:</b>	Full-Time
<b>Position Locations:</b>	Anchorage	<b>OES Job Code:</b>	25-2011

**Section II**

Summary Position Statement:

The Teaching Assistant (TA) is an entry level position that provides developmentally appropriate therapeutic skill development to typically developing and severely emotionally disturbed (SED) children ages 12 months - 5 years in individual and group settings.

This position is responsible for observing policies, procedures and safeguards to protect the privacy of health information in compliance with the HIPAA Privacy (Privacy Rule).

**Section III**

Essential Functions of the Position:

- Provides direct care to children ages 12 months - 5 years in a preschool setting.
- Demonstrates an understanding of early childhood development.
- Demonstrates complete familiarity with a client service plans and targeted goals.

- Actively works towards developing and maintaining a therapeutic relationship with client's and their families.
- Teaches and models developmentally appropriate skills.
- Participates as a member of a classroom team to plan and facilitate developmentally appropriate activities.
- Familiarizes with Center for Social Emotional Foundations of Early Learning (CSEFEL) pyramid model curriculum and supports a classroom environment that promotes students' social emotional development.
- Enters client notes into Harmony within 72 hours.
- Follows mandatory reporting laws with all incidents of harm within 24 hours.
- Ensures client confidentiality as prescribed by agency policy and federal law.
- Actively seeks clinical and administrative direction.
- Understands and complies with all agency policy and procedures, plans, program requirements and protocol

## **Section IV**

### Measurement

- Implement the client's treatment plans through established goals. Adequate performance is determined by timely and quality client notes, billable time spent with client, and client performance.
- Complete all agency training requirements.
- Performance on essential functions as listed above.

### Other Duties and Responsibilities

- Assists client's with other services as determined by the treatments team, e.g. vocational, recreational activities, etc.
- Attends and participates in meetings, committees and trainings as assigned.
- Reads and acts in a timely manner on items in paper and electronic mailboxes.
- Attention to detail and accuracy.
- Maintains a positive, professional relationship in the community, e.g. schools, recreational centers, and other offsite activities.
- Assists Case Managers with case management services as assigned.
- Complies with all Child and Adult Care Food Program guidelines of counting meals at time of service, fostering a safe and healthy eating environment, encouraging children to try new foods, and modeling good eating habits and courteous behaviors.

## Section V

Minimum Qualifications: A high school diploma or GED and one (1) year of experience working with preschool or young school aged children. Must be at least 19 years of age.

Substitution: College level course work in human services, psychology, social work, early childhood education or a closely related field may substitute for the required experience (3 semester hours or 4 quarter hours equals 1 month of experience).

### Knowledge, Skills and Abilities:

- Ability to maintain positive professional working relationships and to work effectively within a team environment.
- Organized, efficient, and able to manage multiple tasks simultaneously with attention to detail and accuracy.
- Excellent interpersonal communication skills.
- Good written communication skills, including the ability to accurately document events and provide detailed records for consumers.
- Ability to ensure client and employee confidentiality as prescribed by agency policy and federal law
- Proficient with basic operations in Microsoft Word and Outlook.
- Ability to act decisively and with fairness.
- Ability to read, speak and write in English
- Ability to pass a State and FBI background check in accordance with the State of Alaska Background Checking Unit.
- Ability to complete all training requirements for within the prescribed times.
- Ability to work with a variety of client's with mental health issues and treat them with dignity and respect.
- Ability to work effectively with a variety of client's in various settings
- Ability to develop sound clinical and therapeutic skills
- Ability to apply developmentally appropriate interventions.
- Ability to learn and utilize the Harmony database system
- Ability to learn, understand, and apply all agency protocol, policy, procedure, plans and program requirements.

Physical Requirements: Ability to perform sedentary work as well as to be engaged in physical exercise with client's such as running, walking, hiking, etc.. Must be able to lift 60 lbs. Must have visual and hearing acuity. Visual acuity necessary to utilize a computer monitor throughout the course of a normal workday. Ability to perform repetitive keyboarding activities and operate general office equipment. Ability to communicate verbally, both in person and over the telephone. Ability to wrap arms around and hold a person. Ability to twist, bend frequently, and ability to kneel or sit on the floor for extended periods throughout the day.

Working Conditions: Work is performed in school in homes, and in the community.

Other Requirements: Ability to obtain CPR and First Aid certification, and maintain satisfactory criminal background record.

Disclaimer:

This Position Description reflects Denali Family Service's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Position Description and understand the essential functions and qualifications of the job.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_