



Provider Assistant - Child & Family Services

KVCAP Child & Family Services is seeking a **Provider Assistant** to work in family childcare and center based Provider Partner settings in Somerset County. The person in this position will assist providers by supporting childcare routines, engaging in meaningful interactions with children, and supporting family engagement efforts.

Requirements: Associates Degree in Early Childhood Education and current training/workshops related to child development/early care and education, and at least one year experience in group care setting for children ages 0-5. Strong interpersonal written and verbal communication, documentation and critical thinking skills. Basic computer skills and group management skills and the ability to adjust to a flexible schedule.

Must be able to meet requirements of agency & State Child Care Licensing regulations for background checks, fingerprinting, and a physical exam. Must hold a valid driver's license and have use of a vehicle insured to State of Maine requirements for travel purposes.

Benefits include a family-friendly work environment, paid holidays, bi-weekly accrual of Paid Time Off, employer sponsored retirement plan, health, life, dental/vision, and disability insurance options. Applications will be accepted until a suitable candidate is found. Interested and qualified applicants should submit a cover letter and resume or application to:

Human Resources
Kennebec Valley Community Action Program
97 Water Street
Waterville, Maine 04901

or

E-mail to: lindas@kvcap.org

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