# Child & Family Services
# Provider Assistant Position

**Are you looking for a rewarding career helping child care providers offer great care and education to their families?**

KVCAP Child & Family Services is seeking a **Provider Assistant** to work in family childcare and center-based provider settings in northern Kennebec and Somerset Counties.



## Responsibilities
- Assist childcare providers by supporting routines
- Engage in meaningful interactions with children
- Support family engagement efforts
- Travel up to 60 miles to outlying sites on occasion

## Requirements
- Associates Degree in Early Childhood Education and current training/workshops related to child development/early care and education
- 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
- Ability to adjust to a flexible schedule
- Able to meet requirements of agency & State of Maine Child Care Licensing regulations for background checks, fingerprinting, and physical exams
- Possess a valid driver's license and have use of a vehicle insured to State of Maine requirements
- Proof of Covid-19 vaccination required.

## Benefits
- Family-friendly work environment
- Paid holidays
- Bi-weekly accrual of Paid Time Off
- Participation in an employer sponsored retirement plan
- Choices of health, life, dental, vision, and disability insurance options
- Professional Development supports
- **An additional $200 per month through August 2022**

**Applications will be accepted until a suitable candidate is found.** Interested candidates should submit a letter of interest and resume/application to:

Human Resources
Kennebec Valley Community Action Program
101 Water Street
Waterville, ME 04901
E-mail: roakes@kvcap.org

Or, complete our online employment application at:  www.kvcap.org/employment-application/

*Equal Opportunity Employer*