

BOHLMAN INCORPORATED
JOB TITLE
DEPARTMENT

DEPARTMENT:
Child Care Center

EXEMPT (Y/N)

SALARY: 7.25

REPORTS TO:
Amy Bohlman

POSITION OPEN: Aide

SUMMARY: Aide will be responsible for participating in planned daily activities for clients

ESSENTIAL DUTIES OF THE POSITION:

- work directly with the clients
- Maintain a safe environment for the clients

SUPERVISORY REQUIREMENTS OF THE POSITION:

- Supervise other team members working in the facility/center to provide a safe environment

THE COMPANY REQUIRES EVERY STAFF MEMBER TO:

- *Maintain a consistent and regular attendance record.*
- *Encourage mutual respect among associates by setting positive examples.*
- *Maintain a professional reputation in the company and community.*

QUALIFICATION REQUIREMENTS:

- See Attachment

EDUCATION and/or EXPERIENCE:

- See Attachment

SPECIAL QUALIFICATIONS:

- Pass a back ground check
- Mille Lacs Band Member and American Indian preference will be exercised in the hiring process.

LANGUAGE SKILLS:

- Must possess excellent verbal and written communication skills.
- Must be able to effectively communicate in one-on-one, small group situations, and to moderate-sized gatherings of associates, executives and/or community leaders.

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MATHEMATICAL SKILLS:

- Must be able to add, subtract, multiply and divide in all units of measure, using whole numbers, percentages, common fractions, and decimals, and work with mathematical concepts such as statistical inference.

REASONING ABILITY:

- Must be able to apply common sense understanding to a variety of situations, in order to collect data, analyze facts, and determine appropriate response.

PHYSICAL DEMANDS:

While performing the duties of this job, the associate is regularly required to:

- Talk and hear;
- See and adjust focus to include close, distance, depth, and peripheral vision;
- Stand, walk, run, sit, balance, stoop, kneel, climb, crouch, and/or crawl;
- Handle objects, tools, and controls; reach with arms and hands.
- Lift and/or move objects weighing up to fifty (50) pounds.

WORK ENVIRONMENT:

While performing the duties of this job, the associate is regularly exposed to:

- A low-to-moderate noise level (offices).
- A moderate-to-loud noise level (public areas).
- Second-hand cigarette/cigar smoke.