



CONTRACT WORKER: SPECIAL NEEDS ASSOCIATE

Job Title: Special Needs Associate
Department: Children's Ministry

Status: Contract Worker
Reports to: FellowshipKids Special Needs Coordinator

Position Summary:

A contract position for an individual to provide care to children with special needs who attend Fellowship Bible Church. This individual will be in contract service and will not be an employee of Fellowship Bible Church.

Time commitment will be from 9:00 AM – 1:00 PM on Sundays. In addition, outside of Sunday mornings, there will be optional opportunities for extra hours when working Special Event Childcare (2+ times a year) and Respite Events (2-4 times a year).

Position Responsibilities:

- Collaborate with FellowshipKIDS Staff to ensure children in area of FellowshipKIDS have their physical and emotional needs attended to while at Fellowship Bible Church.
- Help the child/children to engage with teachers, classmates, and class activities to their full potential.
- Meet/greet family and follow FellowshipKIDS protocol for check in/check out of child(ren) from Special Needs Room or appropriate classroom, receiving information for care for the day and communicating any necessary information regarding their care to parents at pick up.
- Provide positive behavior management for your assigned child(ren).
- Set up and clean up any area used during work time, including preparing items to help the child have a successful time while in our care.
- Follow all FellowshipKIDS safety policies and procedures, which will be provided at training and in written form in the Special Needs Training Manual to ensure that safety is provided at all times.
- Maintain positive relationship with family, FellowshipKIDS team and Special Needs Team.

Qualifications/Minimum Requirements:

- College graduate with degree in special education or related field and/or life or job experience working with children with special needs.
- High School degree required. College degree preferred.
- Special trainings and certifications such as ABA or CPI preferred.