

**DIVERSIFIED HUMAN SERVICES, INC.**

**Job Vacancy Notice**

**POSITION:** Aide (Substitutes; Multiple Positions)  
Child Learning Center

**PAY GRADE:** 2

**WAGE:** \$9.75/hr. (as a minimum)

**ESSENTIAL  
FUNCTIONS:**

- Assists with the day-to-day activities of children in child care centers.
- Assists Group Leader with group activities and/or individual instruction, as required.
- Observes children and reports changes in behavior, attitude, or physical condition to Group Leader, in a timely manner.
- Maintains the cleanliness and order in the center, assists with serving meals, and alerts appropriate personnel of any emergency situation.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

**REQUIRED**

- QUALIFICATIONS:**
- Ability to read, write and verbally communicate with effectiveness.
  - Early childhood training/credits hour preference.
  - Must successfully obtain Criminal History Clearance from the Pennsylvania State Police, Child Abuse Clearance from the Pennsylvania Department of Public Welfare and FBI Clearance
  - Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
  - Ability to assist and/or lift children weighing up to 50 pounds, as may be required.
  - Ability to understand and follow supervisory direction.
  - Ability to work split shifts, flexibility and transportation to move to various center locations, when program needs dictate.

**QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: POSTING # 1733.**

**EQUAL OPPORTUNITY EMPLOYER**