

THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



DAY CARE ASSISTANT

Salary Range:

\$24,778.00-\$29,731.00 Annually

POSITION:

Vacancy is in the Daycare Division of the Office for Young Children. Under supervision, provides education and childcare for children aged six weeks to thirty-six months. Assists in controlled free-play activities for children and provides developmentally appropriate activities. Assists in keeping day care rooms organized and free of hazards, and provides supervision of children in outdoor play. Assumes responsibility of teachers in their absence. Assists in snack preparation and meal service. Assists children in toiletry and hygienic functions as required(including toilet training). Changes diapers and performs related work as required. Must be available between the hours of 7:00 a.m. and 5:00 p.m. This is a union position. The hours for this position are 40 per week.

MINIMUM QUALIFICATIONS:

A high school diploma or GED and 12 credits in Early Childhood Education from an accredited college or university, and one year of work experience in child care.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess and maintain a Child Development Associate Certificate (CDA).

A COPY OF YOUR DIPLOMA OR TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION. A DIPLOMA OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT. APPLICATIONS WITHOUT PROPER DOCUMENTATION WILL NOT BE PROCESSED.

MUST BE A BONA-FIDE RESIDENT OF THE CITY OF HARTFORD AT THE TIME OF APPLICATION. MUST SUBMIT A COMPLETED CITY OF HARTFORD RESIDENCE FORM.

EXAMINATION:

Open to all applicants who meet the above qualifications. The examination will consist of a rating of your training and experience as contained on your application and may include a written test, an oral test, a performance test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of the basic principles and methods of basic health, personal hygiene, and safety precautions to be taken in dealing with children; Ability to instruct children in games, simple crafts, and various play activities; Ability to maintain order and to handle minor behavioral problems that arise in children's activities; Ability to establish and maintain effective working relationships with children, parents, and other employees. If selected for the position, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening examination, a background check a screening by the Department of Children and Families and must be fingerprinted. If appointed, you will be required to serve six (6) months of probation. This examination is subject to all Federal, State, and Municipal laws, rules and regulations.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

APPLICATIONS WILL BE ACCEPTED UNTIL MONDAY, NOVEMBER 23, 2009.

Exam No. 2598
Issued: 11/5/09

EMPLOYMENT BENEFITS:

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to
DEPARTMENT OF HUMAN RESOURCES
MUNICIPAL BUILDING
550 MAIN STREET
HARTFORD, CONNECTICUT 06103
TELEPHONE (860) 543-8590

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.
CHANGE OF ADDRESS: It is *your responsibility* to notify the Department of Human Resources of any Change of Address on your application.

**CITY OF HARTFORD
RESIDENCY AFFIDAVIT**

In order to qualify for residency with the City of Hartford Human Resources Rules and Regulations, the City of Hartford requires that you provide irrefutable evidence to substantiate that at the date of your application for employment you are domiciled in the City of Hartford.

For the purpose of this Request, “DOMICILED” is defined to be “that place where an individual has his/her true, fixed and permanent home, where he or she normally eats and sleeps and maintains his or her normal personal and household effects.”

You are required to complete and submit this form at the time of your application for employment. You must also be prepared to submit any additional documentation, as the Director of Human Resources may require. This information will be subject to verification during the background investigation.

NOTICE: THE APPLICANT BEARS THE BURDEN TO SHOW LEGAL DOMICILE. ANY FALSE OR MISLEADING STATEMENTS WILL RESULT IN IMMEDIATE DISQUALIFICATION OR DISMISSAL.