

## Substitute

**REPORTS TO:** Supervisor as assigned

**FLSA STATUS:** Non-Exempt

**STATUS:** Temporary, hours and weeks vary upon position

**SAFETY SENSITIVE:** Yes

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### **Job Summary:**

Responsible for providing assigned position duties.

### **Essential Functions:**

The Substitute will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Substitute responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Substitute will demonstrate competency to perform essential functions that include:

- An employee in this position may perform any duties as assigned.
- The supervisor will use the assigned job description as a guide.

### **Minimum Requirements:**

- Requires assigned position equivalency.
- Must be at least 18 years old and must meet minimum requirement of position they are filling.
- Respond appropriately (both mentally and physically) to an emergency or a crisis situation.
- Requires skill in using basic computer skills, fundamental oral and written communications and communicate in a professional manner with internal/external customers, and assures confidentiality.
- Arizona Driver's License, proof of insurance, fingerprint card, Social Security card, CPR and First Aid, and provide a vehicle for program business.
- Must be able to speak, read, write, and understand English.
- Bilingual English/Spanish skills highly desirable.
- Food Handlers Card or Certificate within 30 calendar days of hire.

### **Knowledge, Skills, and Abilities:**

- Knowledge Cultural and Ethnic Diversity and Family Dynamics required.
- Demonstrate the understanding of CPS reporting system, signs and symptoms of child abuse and neglect.
- Knowledge of Child and Adult Food Program (CACFP) and how to implement per position.

### **Physical Requirements:**

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 40 lbs., run 50 feet, and demonstrate exercises – jumping jacks, leg lifts, etc.

### **Working Conditions:**

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.

### **Acknowledgment:**

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position, and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received,

read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

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Employee Signature

\_\_\_\_\_  
Date