



Essential Functions of the Job

For a *complete* job description, contact us. To apply for this job, you *must* be able to:

Child Care and Development

- Provide engaging, safe, and nurturing care for children of various ages, including infants and pre-teens.
- Fully focus on and care for the child throughout the entirety of the shift with minimal downtime and without personal responsibilities, such as bringing one's own child to work or making phone calls for personal business.
- Exhibit patience, creativity, and a positive attitude all day while interacting with children and providing for their needs.
- Have the energy to keep up with and actively engage children through play, reading, and interactive activities to promote their developmental growth.

Safety

- Use judgement that keeps children safe, vigilantly overseeing them to prevent accidents and injuries. See and hear in the child's environment, for safety purposes.
- Handle emergency situations calmly and efficiently with judgment that keeps children safe.
- Ability to clearly communicate with first responders and doctors.

Communication

- Communicate with children, including verbal interaction (ability to talk) and listening (ability to hear) in English as a first language or fluent second language.

Nutritional and Hygiene Care

- Prepare and provide nutritious meals and snacks according to children's dietary needs and parents' instructions.
- Assist children with personal hygiene tasks, ensuring they are clean and comfortable, including diaper changing.

Physical Demands

- Lift and carry a child weighing up to 25 pounds, including up and down stairs.
- Engage in physical activities inside and outside the home and such as standing, playing on the floor, walking, and using stairs throughout the shift.

Professionalism

- Maintain a high standard of personal care and hygiene, including appropriate dress and avoiding smoking, vaping, or excessive perfume or scented creams.
- Demonstrate professionalism in all interactions including use of language appropriate for young children to overhear.
- Independently complete applications, communicate with the agency without the help of others, and use a smartphone with basic technology.
- Reliability is essential; work scheduled shifts.

Transportation and Availability

- Provide own reliable transportation to and from work and meet specific scheduling and commuting requirements.

Disqualifying Situations

- Difficulty using technology or completing application processes independently.
- Needs for language support that cannot be accommodated within the job's requirements.
- Requesting to bring personal children to work or having financial constraints related to transportation.
- Demonstrating unprofessional behavior or language during interactions related to the job.



Duties & Responsibilities

On the Job

- Contact the family within 24 hours of confirmation to understand the day's agenda.
- Upon arrival, meet the family, review the agenda, and build a connection.
- Familiarize yourself with the children, create a welcoming space, and engage in bonding activities.
- Provide engaging, safe, and nurturing care for children of various ages.
- Facilitate age-appropriate play and activities, ensuring an engaging experience.
- Prioritize the safety of the children at all times.
- Assist with dressing and diapering as necessary.
- Assist with bathing. *(for direct private care shifts only)*
- Discuss meal plans and prepare nutritious meals or snacks as needed.
- Tidy up after activities and perform light housekeeping related to child care. Offer a friendly farewell.

Employee Practices

- Arrive 5 minutes early; clock in and out using the app.
- Maintain a professional demeanor and respect family privacy.
- Follow company standards for quality care.
- Safely transport children if required, ensuring compliance with safety regulations. Confirm waiver for driving shifts. *(for direct private care shifts only)*
- Complete assigned shifts and remain available during on-call hours for last-minute requests.
- Quickly adapt to different household environments and routines.

Communication

- Demonstrate excellent communication skills and engage children in age-appropriate activities.
- Maintain excellent communication with the agency and parents.
- Regularly update availability through the app and with the staffing team.
- Immediately inform the staffing team of any significant issues affecting care, such as schedule changes or incidents.

Accountabilities

- Ensure the safety and well-being of the children at all times.
- Provide age-appropriate activities to stimulate children's development.
- Maintain open and effective communication with parents about daily activities and concerns, and with Philadelphia Nanny Network regarding employment matters.
- Arrive on time and fulfill all scheduled commitments without cancellations.
- Promptly reply to requests from the Philadelphia Nanny Network team regarding assignments, feedback, and documentation.
- Actively work assigned shifts and report any changes in availability to the staffing team.

Requirements

- Child & Infant First Aid and CPR certification, or willingness to obtain if hired.
- Provide PA Child Abuse Clearance or willingness to obtain if hired (PA only).
- Two checkable childcare references supporting experience.
- Complete online Employee Orientation.
- Must pass a comprehensive background check.
- At least one year of childcare experience. post-high school, excluding friends and family.
- Must be comfortable caring for children under 3 years old.
- Comfortable using technology, including apps, texting, email, and online forms.
- High school diploma or equivalent; coursework in child development or early childhood education preferred.
- Strong communication skills, basic first aid knowledge, and ability to engage children in age-appropriate activities.
- Fluent in English, able to communicate effectively with families, children, and the PNN team.
- Flexible schedule for varying short-term assignments, Monday to Friday. Specific days are mutually agreed upon, and start/end times vary between 7 am and 7 pm. Weekend work is optional.
- Reliable transportation to reach various job locations promptly.
- Working assigned shifts is essential. Repeated or non-emergency absences can result in disciplinary action.
- **Staff Nanny** Must have full days available Monday - Friday, specific days are mutually agreed upon.
- **Now Nanny** Must have at least 1 full day available Monday - Friday.
- **Substitute Nanny** Must have at least 2 days available Monday - Friday.

Travel Requirements by Role and Region

Staff Nanny

PA, DE, So NJ - up to 60 min

NYC - up to 90 min

DC, MD, VA, CT - up to 60 min driving & up to 90 min public trans

Substitute Nanny

PA, DE, So NJ - up to 60 min

NYC - up to 75 min

DC, MD, VA - up to 45 min driving & 60 min public trans

CT - up to 45 min driving

Now Nanny

PA, DC, MD, VA, CT - up to 45 min & 75 min at times

NYC - up to 60 min & 90 min at times