**Frequently Asked Questions About Becoming a Child Care Employee**

1. What are the minimum requirements to become a CDC employee?

* must be at least 17 years old and graduating in the near future
* have a high school diploma/GED or receiving one in near future
* must be able to read, speak, and write English
* physically, mentally capable of providing care for children
* able to complete the required AF training
* successfully complete background screenings
* successfully able to meet physical requirements
* Updated immunizations
* Able to work any hours during the operation of the facility
* Able to lift 40 pounds of weight
* Able to sit, squat and bend throughout the day

2. How long does it take to begin work at the CDC?

* Time varies depending on when the required paperwork through Human Resource Office (HRO) is completed. If a person completes all required paperwork, it could take anywhere from one month to a month and half before she/he is scheduled to attend orientation.
* If a person does not complete the paperwork in a timely manner, will take longer

3. What background screenings are completed?

* Security Forces, Family Advocacy, Mental Health
* Last 5 years of where you live plus local (SC)
* FBI fingerprints
* All screenings are completed every three years

4. What are the ages of children in our CDC?

* Infants: 6 weeks - 1 year
* Pretoddlers: 1 year to 2 years
* Toddlers: 2 years to 3 years
* Preschool: 3 years to 5 years (Once the child starts kindergarten, their supervision is entrusted to the SAC or School Age Program)

5. **AB Hours of Operation**: **WS Hours of Operation**:

Monday: 630-600 Monday: 630-500

Tuesday: 630-500 Tuesday: 630-500

Wednesday: 630-500 Wednesday: 630-500

Thursday: 630-500 Thursday: 630-500

Friday:630-500 Friday: 630-500

6. How much is the starting pay

* Entry level: $16.70
* Intermediate level: $17.70 (achieved after six months of employment and successful completion of initial required training)
* Target: $18.76 (achieved after completion of VLS modules training program)

7. Requirements once hired:

* Complete New Employee Orientation with Training and Curriculum Specialist

prior to going into the classroom

* 15 AF VLS training modules within 18mths of hired
* Once the employee has completed the first three modules and CPR/First Aid training, they will receive an increase in pay to the intermediate level.
* When the employee has successfully completed all 15 modules, an increase to target level will be awarded
* Each year, employees are required to receive 24hrs of annual training. This is done in the facility with Training and Curriculum Specialist

8. A discount for childcare

* FREE CHILD CARE: AF rolled out another GREAT incentive for CYP employees. When a CYP employee works in a classroom all day, their first child’s childcare fees are completely subsidized by AF. This means, that a direct care staff do not see a childcare bill for their first child. If the employee has more than one child, then the employee receives a 25% childcare discount in addition to a 15% multiple child discount off the cost of their childcare (for a total of 40% off childcare cost)

9. How to apply

* The job announcement link:

 <https://www.usajobs.gov>

 Search for: Child and Youth Program Assistant

**Point of Contact:**

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