



Job Description

Summary

A family in Henrico, VA are seeking a full-time professional, dependable, and nurturing nanny for one year old boy-girl twins starting in early July.

The nanny will be responsible for all aspects of their care and work closely with the parents to help the children develop and meet their milestones. It is important the nanny has significant infant experience ideally with some experience of caring for multiples.

The twins will attend pre-school two mornings a week and it will be the nanny's responsibility to transport them to and from.

The family has two friendly Australian Shepherd that will not require much care other than letting out, but it is essential that the nanny likes dogs!

About the Family

Our family lives in the West End of Richmond. Both mom and dad work from home. Dad is a doctor specializing in Rheumatology. He serves as a medical director for a pharmaceutical company. Mom is an attorney for a large corporation. Mom and dad love playing with the kids in the backyard. The swings, wading pool, and sprinklers have all recently become a hit! Mom and dad love biking on the capital trail and hiking. They look forward to taking the kids on rides and hikes soon. Mom and dad also love to sit outside at breweries and people-watch with the children. The family has two loving Australian Shepherds. The dogs love the kids, particularly at mealtime.

Date posted	June 12, 2022
Job Title	Full-time nanny
Number of children	2
Ages	1 year old twins boy and girl
Location	Henrico

Hours	Monday to Friday 9am to 5pm with some flexibility
Total # of hours per week	40
Preferred start date	Early July
Job duration	Long term
Compensation	\$22-\$25 per hour
Taxes deducted	Yes
Paid time off	Yes – 10 days per year after a qualifying period
Pets	Yes – two friendly Alsatian dogs
Children with special needs	The infant girl has a feeding tube but seems on track otherwise
Travel with family required	No
Nanny car provided	Yes
Overnights needed	No

Duties and Responsibilities

- Always follow the parent’s specific instructions with regards to all aspects of childcare and learn the parent’s style of care.
- Always be attentive to the children’s needs and ensure the infant’s health, well-being and safety is the nanny’s priority always.
- Be positive and have a good working attitude.
- Communicate with the parents daily regarding the infants and their needs. Keep a daily log of activities.
- Create a stimulating and nurturing environment for the infants including daily reading, listening to music, crafts, outdoor exercise, and lots of talking to encourage language development.
- As the children get older adapt activities to encourage learning through play
- Prepare children’s food and drinks according to parents’ guidance and following the schedule set by the parents.
- Dress the children appropriately for the weather
- Place the children down for naps
- Change diapers
- Go for daily walks in the neighborhood
- Perform housework related to childcare only, including washing the children’s clothes, cleaning up after meals, tidying play/sleep/eating areas, and washing bottles etc.
- Perform other household tasks when time allows such as emptying the dishwasher, folding/putting away parent’s laundry, easy meal prep
- Run errands and do grocery shopping when the children are in pre-school
- Limit cellphone usage and texting to when the children are napping and for essential issues only unless there is an emergency.

Skills and qualities required

- A minimum of two to three years childcare experience
- A minimum of one year's nanny experience within the past three years
- Experience caring for infants and toddlers
- Be knowledgeable about routines, sleep training, reading, and communicating with infants.
- Experienced with play-based learning and creating educational activities
- High school graduate
- Physical ability to care for and play with young children including picking up a child, carrying upstairs, able to get up and down off the floor easily, able to run after a toddler.
- Familiar with current trends in infant care
- Trustworthy, reliable and honest
- Nurturing, patient and calm with a positive and willing disposition
- Certificates in CPR/First Aid
- Successful candidate must pass a detailed background check
- Must have clean driving records and be a safe and confident driver
- Legal US resident
- Min. 21 years old
- Non-smoker
- Able to swim

Desirable but not necessary

- Knowledge of a second language
- Training in early childhood education/development preferred