

SHELTER FOR ABUSED WOMEN & CHILDREN JOB DESCRIPTION

Title: Child Care Aide
Reports to: Residential Manager
Status: Part-time, Non-exempt

Description: Responsible for day to day activities associated with day care for Shelter participant children. Responsible for providing a strengths based, child centered empowerment focused positive learning environment and experiences which stimulate children's social, emotional, physical, and intellectual development, consistent with established program performance standards. Will provide childcare, daycare and or youth development activities for children of Shelter residents during the day hours in place of sending children to daycare. Ratio will be 4:1 or 6:1 depending on age of children.

Requirements & Skills: CDA, or Childcare related degree or equivalent experience preferred, experience working in a youth development, childcare, and/or shelter environment. At least 1 year full time work experience in the care of Infants/Toddlers, Preschool or School Age Children.

Other Job Requirements:

- Bilingual English/Spanish preferred
- Ability to work and relate positively with children and adults
- Ability to pass Shelter sponsored physical examination. TB test documented - must pass criminal records check
- No citations for child abuse or neglect
- Demonstrate willingness to participate in the center training programs, which may include evening or weekend work
- Ability to maintain confidentiality
- Must possess current First Aid and CPR cards with infant CP

Essential Functions:

- Implement safe, developmentally and culturally appropriate daily activities for the group which meet the needs of the children and their families by:
 - Following established Daily Activity Schedule for classroom
 - Assisting in the promotion of good nutritional/eating habits

Other Duties:

- Comply with program and licensing requirements for safety, health, sanitation, nutrition, and emergency including the proper supervision of children at all times
- Maintain a safe and healthy environment by disinfecting toys and equipment daily
- Take out trash, sweep and mop floors
- Maintain an organized uncluttered classroom that will prevent injuries to staff and/or children in the group
- Provide direct care, guidance and training to the children in the

group

- Maintain daily open communication with parents
- Assist in the completion of accident and incident reports
- Responsible for the setup and cleanup of meals and snacks appropriate to the age group such as snack, providing bibs for infant toddler, having each child wash their hands before and after meals, having children eat food only when seated at table.
- Manage children individually or in small groups, in a variety of settings
- Reinforcing positive behavior, setting clear rules and expectations for classroom behavior
- Maintain strict confidentiality regarding children and families
- Comply with Shelter safety standards, policies and procedures
- Reporting any suspected abuse to Residential Manager
- Conduct daily classroom safety checklists and immediately reporting any unsafe or hazardous working conditions and/or injuries
- Accept other duties as may be assigned by the Residential Manager to meet the needs of the children and families enrolled in center programs.

ADA:

Must be physically mobile and able to sit, stand, bend, stoop, and lift 20+ pounds. The Shelter for Abused Women & Children complies with the Americans with Disabilities Act of 1990 and support to the Deaf or Hard-of-Hearing in accordance with Section 504 of the Rehabilitation Act of 1973. The Shelter is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability, sexual orientation, or marital status. We assure you that your opportunity for employment with us depends solely upon your knowledge, skills, and abilities.

Signature of Preparer _____

Date _____

Signature of Employee _____

Date _____