

SHELTER FOR ABUSED WOMEN & CHILDREN JOB DESCRIPTION

Title: Child Care Advocate
Reports to: Residential Manager
Status: Full-time, Non-exempt

Description: Plan, implement and administer Child Care Program and curriculum, including components of Montessori, Primrose Activities and Nature Classroom Explorer

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 8:1 depending on age of children.

Requirements & Skills: Bachelor's Degree in Early Childhood Education, Elementary Education, Montessori certification and CDC certification preferred but not required. Prefer 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 work, overnight and/or out of town travel
- Strong organizational skills and ability to navigate computer programs
- Ability to maintain confidentiality
- Ability to speak publicly about the program
- Certificate in DC&F is a plus
- 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
 - Plan develop and implement culturally appropriate daily activities
 - Develop and revise materials appropriate for assigned age

levels

- Comply with program and licensing requirements for safety, health, sanitation, nutrition, and emergency including the proper supervision of children at all times
- Develop and maintain effective relationships with employees, children and parents
- Communicate effectively both orally and in writing

Other Duties:

- Maintain an organized uncluttered classroom that will prevent injuries to staff and/or children in the group
- Assist in the completion of assessment records which could include, Daily Observations Health Check, attendance records, bumps and bruises and/or accident reports, Medicine permission authorization forms, classroom safety checklists, etc.
- 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.
- Cleanup equipment, floors, walls, sinks, changing and washing of bedding and beds, changing wet or soiled clothing
- 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
- 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 _____