



## CHILD CARE WORKER JOB DESCRIPTION

### Position Summary:

The Child Care Worker will work under the supervision of the Social Work Supervisor. The Child Care Worker will assist in providing crisis intervention services to domestic violence victims and their families. The Child Care Worker will be expected to learn and integrate a trauma-informed, client-centered approach in working with families and will be primarily responsible for providing AWRC's childcare services, including infant and toddlers, and summer camp activities. The Child Care Worker will develop and implement an appropriate curriculum for childcare and recreational programs to ensure that education and supportive services are provided in a structured environment. Secondly, the Child Care Worker will assist the Case Manager in implementing a plan of care for each family in the shelter. This position will require in-person interaction with families.

### Responsibilities:

- Plan, coordinate, and lead educational and recreational year-round, age-appropriate learning and social activities, events, and trips for children.
- Attentively care for infants, toddlers, and school-age children, including engagement, feeding, diapering, and maintaining a clean and welcoming environment.
- Identify educational resources and make referrals for parents and children to services in the community.
- Advocate on behalf of children's educational needs.
- Maintain effective verbal and written communication with parents and colleagues regarding a child's progress and needs.
- Conduct hotline pre-screenings, and intake assessments with potential residents.
- Assists case manager in assessing client's safety and needs and collaborate with residents to formulate short and long-term goals and objectives; refers client to appropriate resources and tracks the outcomes of those referrals, including but not limited to long-term counseling, housing, public assistance, and other entitlements.
- Maintain case records that document services provided to families, including regular progress notes.
- Participate in staff meetings, case management meetings, and relevant training and seminars.
- Assist in the daily operations of the shelter and other duties as assigned.

### Qualifications:

- Associates degree in early childhood education or related field; **or** a High School Diploma and 2-3 years work experience in early childhood education.
- Experience working with survivors of intimate partner and family violence and other victims of crimes preferred. Must demonstrate sensitivity towards understanding victimization, specifically the experiences of domestic violence survivors.
- Able to work a flexible schedule that can include evenings, weekends, and holidays.
- Strong verbal and written communication and organizational skills.
- Knowledge of Microsoft Office, specifically Word and Excel.
- Ability to work under pressure in a calm and reassuring manner.
- Must be a team player.

**Program Type:** Part -Time; approximately 3 days per week (5-7 hours per day)

**Allen Women's Resource Center**

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