



## **CHILD CARE SPECIALIST/CASEWORKER JOB DESCRIPTION**

### **Position Summary:**

The Child Care Specialist will work under the supervision of the Social Work Supervisor. The Child Care Specialist/Case Worker will assist in providing crisis intervention services to domestic violence victims and their families. The Child Care Specialist/Case Worker will be expected to learn and integrate a trauma-informed, client-centered approach in working with families and will be primarily responsible for overseeing AWRC's childcare services, including infant and childcare, and summer camp activities. The Child Care Specialist/Case 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 Specialist/Case 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:**

- Under general supervision, develop and implement social, educational, and recreational activities for preschoolers and families participating in Child Care Services.
- Inform and provide ongoing feedback to the client regarding the child's interaction with peers and adjustment to a learning environment.
- Establish a learning environment conducive to meeting children's social and educational needs, coordinate and implement for families.
- Plan, coordinate, and lead educational and recreational year-round, age-appropriate activities, events, and trips for children.
- Attentively caring for infants, toddlers, and school-age children, including engagement, feeding, diapering, and maintaining a clean and welcome environment.
- Identify educational resources and make referrals for parents and children to services in the community;
- Advocate on behalf of client'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.
- Perform data entry into the shelter referral and placement system (SORTS) and provide necessary documents and reports to city and state funding sources.
- Assess client's safety and needs and collaborate with residents to formulate short and long-term goals and objectives for clients; maintain relevant and meaningful case/service plans that will address needs and attain desired outcomes, including helping residents to develop a safety plan.
- 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 residents, including regular progress notes, correspondence on behalf of residents, and interagency correspondence relating to clients.
- Participate in staff meetings, case management meetings, and relevant training and seminars.
- Meets with each resident weekly and plans and coordinates regular therapeutic group interventions.
- Ascertain and respond to clients' aftercare needs.
- Assist in the daily operations of the shelter and other duties as assigned.

**Allen Women's Resource Center**

P.O. Box 340316  
New York, NY 11434  
(718) 739-6200



**Qualifications:**

- Bachelor's degree in early childhood education or related field.
- A minimum of three years of childcare experience required and knowledge of child development.
- At least two years of prior direct service experience in a social service setting is required.
- 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:** Full-time.