



Job Description

TITLE: Childcare Coordinator

DEPARTMENT: Direct Services

REPORTS TO: Program Manager – Emergency Services (PM-ES)

WORK LOCATION: Sheltering Wings

DIRECT REPORTS: None

COMMITTEE INVOLVEMENT: None

SALARY: 17.25/hr. to \$19/hr.

POSITION OBJECTIVE: At Sheltering Wings (SW), our services for survivors escaping domestic abuse are reliant on a competent and compassionate staff, adaptable operations and inclusive practices. The primary responsibility of the Childcare Coordinator (CCC) is to provide respite childcare for children in the shelter, coordinate a pool of as needed childcare assistants, and coordinates childcare volunteer needs for the residents in shelter.

ROLES & RESPONSIBILITIES:

Specific Duties

- Operates the day-to-day functions of the respite childcare program, including but not limited to preparing and administering daily respite care services, coordinating volunteers for babysitting services outside of respite hours, coordinating pool of childcare assistants, and developing relationships with community childcare providers.
- Develops and maintains a weekly respite care schedule.
- Provide respite childcare four hours per day (M-F) for shelter residents during life skills classes, case management or therapy sessions, when emergency situations arise, court hearings, etc.
- Ensures that the environment where children are being cared for is always clean and safe.
- Engages with children in educational/meaningful activities and curriculum during respite childcare.
- Ensures children's basic needs are met which include changing diapers and providing snacks and meals when appropriate.
- Communicates and collaborates with the parent and Case Manager (CM) on needs of the emotional, social, and physical well-being of children.
- Coordinates and supervises volunteers for babysitting children in the shelter during times that respite care is not provided.
- Completes daily documentation to show attendance of those children receiving respite childcare or babysitting from volunteers.
- Work with childcare providers in the community to identify long-term childcare options for shelter residents.
- Provides transportation for children's programs to planned events in the community or to assist parents in childcare search.

Direct Service Team Collaboration

- Serves as on-call; covers shifts as needed, according to the on-call schedule.
- Ensures continuity of care and services while cooperatively sharing all pertinent information, in collaboration with CMs, Advocates and CISAs.

QUALIFICATIONS FOR THE POSITION

Required:

- 3+ years' experience working in a childcare setting.
- Excellent interpersonal skills (listening, coaching and leadership).
- Ability to multi-task, delegate and prioritize tasks.
- Honor SW Mission, Vision, and Statement of Faith.
- Must maintain composure and professionalism in highly stressful situations and balance multiple priorities effectively.
- Must have valid driver's license, clean driving record and current insurance coverage.

Preferred, but not required:

- Associates or Bachelor's degree in early child education or a related field.
- Knowledge of city, state and federal domestic violence service systems, policies and issues.
- Knowledge of domestic violence related issues and philosophy.

- Understanding of the effects DV has on survivor’s thoughts and behaviors.
- Knowledge of trauma-informed care and practice.
- Knowledge of ACEs and 40 Developmental Assets.
- Prior Crisis Intervention experience.
- Bilingual

The above description covers the most significant duties performed to fulfill the mission of SW but does not restrict leadership’s right to assign or reassign other reasonable duties, responsibilities, or expectations to this job at any time, with or without advance notice. The information contained in the job description is for compliance with the American with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Physical Requirements of Position:

Must be able to sit and stand for extended periods of time as well as have the ability to walk or move about the grounds of SW as needed. Must be able to operate a vehicle for travel to and from client and community meetings in Central Indiana, with access to provide own transportation. While performing the duties of this job, the employee is regularly required to communicate, converse with others, express oneself and exchange information.

Equal Employment Opportunity Statement:

SW is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

Status: Full Time Non-Exempt

Approved by: Executive Director

Last Modified: November 2023

I have read and understand all functions of my position here at SW and commit to fulfilling it to the best of my abilities. I can fulfill the above physical requirements of the position without reasonable accommodation. If reasonable accommodation is required, please document and present it to the Operations Manager (OM).

Employee Signature

Date

Supervisor/Manager Signature

Date