



Job Description

TITLE: Childcare Assistant

Part-Time (Monday – Friday, 10 a.m. – 2 p.m.)

DEPARTMENT: Direct Services

Part-Time (Monday, Wednesday, Friday, 3 p.m. – 7 p.m.)

REPORTS TO: Program Manager – Children’s (PMC)

WORK LOCATION: Sheltering Wings

DIRECT REPORTS: None

COMMITTEE INVOLVEMENT: None

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 Assistant (CA) is to provide childcare for children in the shelter during classes, activities, and parent meetings.

ROLES & RESPONSIBILITIES:

Specific Duties

- Work alongside the PMC and Childcare Coordinator (CC) when creating a weekly childcare schedule.
- Provide childcare during respite, Life Skills classes, case management or therapy sessions, when emergency situations arise, court hearings, etc.
- Implement consistent routines and rules for children in all childcare settings in shelter programs
- Ensure that the environment where children are being cared for is clean and safe at all times.
- Engage with children in educational/meaningful playtimes.
- Ensure children’s basic needs are met which include changing diapers, and providing snacks and meals when appropriate.
- Uses nonviolent discipline methods to redirect the child and be able to explain behavior expectations to age appropriate children.
- Complete appropriate assessment tools for children as required by program and based on child’s age.
- Communicate and collaborate with the parent, PMC and Case Manager on needs of the emotional, social, and physical well-being of children.
- Clean, organize, and maintain the children’s areas before and after childcare.
- Supervise volunteers working in the shelter with the children.
- Ensure documentation is completed in a timely fashion.
- Maintains inventory of designated program area supplies.
- Fill children’s needs requests
- Assist PMC with completing children’s intake process for shelter

Direct Service Team Collaboration

- Provide support to emergency services team by answering in-house calls and assisting residents as needed.
- 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:

- 2+ years’ experience working in a childcare or educational classroom 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:

- Child Development Associate credential or 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: Dec. 2024