



Job Description

TITLE: Childcare Assistant (CA)

DEPARTMENT: Direct Services

REPORTS TO: Program Manager – Children and Youth (PMCY)

WORK LOCATION: Sheltering Wings

DIRECT REPORTS: None

COMMITTEE INVOLVEMENT: None

Rate: \$13/hr. - \$16/hr. (based on experience)

**HOURS: Monday 4:00p – 8:30p AND Tuesday 4:00p – 9:00p
Monday/Wednesday/Friday 9:45a – 2:15p**

POSITION OBJECTIVE: At Sheltering Wings (SW), our services for survivors escaping domestic abuse are reliant on a competent and compassionate staff, adaptable operations and welcoming practices. The primary responsibility of the CCA is to provide childcare for children in the shelter primarily Monday through Friday for the respite program to allow parents to attend classes and meetings or to provide care during the afterschool and out of school programming.

ROLES & RESPONSIBILITIES:

Specific Duties

- Work alongside the PMCY and Childcare Coordinator (CCC) 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.
- Communicate and collaborate with the parent, PMCY and Case Manager (CM) on needs of the emotional, social, and physical well-being of children.
- Clean, organize, and maintain the children's areas before and after childcare.
- Assist volunteers working in the shelter with the children.
- Ensure documentation is completed in a timely fashion.
- Fill children's needs requests.

Direct Service Team Collaboration

- Ensures continuity of care and services while cooperatively sharing all pertinent information, in collaboration with CMs, Advocates and CARES.

QUALIFICATIONS FOR THE POSITION

Required:

- Excellent interpersonal skills (listening, coaching and leadership).
- Ability to multi-task 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 a valid driver's license and insurance approval to drive a company vehicle.

Preferred, but not required:

- 2+ years' experience working in a childcare or educational classroom setting or direct services.
- Child Development Associate credential or associate 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. 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.