

**THE WOMEN'S CENTER
JOB DESCRIPTION**

JOB TITLE: Childcare Specialist
POSITION: 24 hours per week; Evenings required. Schedule below.
CLASSIFICATION: Non-Exempt
DEPARTMENT: Shelter
REPORTS TO: Children's Advocate
SALARY GRADE/LEVEL/RANGE:
LOCATION: 505 BUILDING

MISSION

The mission of the Women's Center is to provide safety, shelter and support to all impacted by domestic abuse, sexual violence, child abuse, and trafficking.

SUMMARY/ OBJECTIVE: The primary responsibility of this position is to provide on-site childcare services.

Schedule:

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--|-----------------|------------------|---|--|--------------|
| | 1-6:30 (5.5) | 2:30-7:30 (5) | 2:30-7:30 (5) 1 st Wed of the month 8 hour day, no Friday then | 1-6 (5) 2 nd Thursday of the month 2:30- 7:30 | 1:30-5 (3.5) |

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Schedule and provide quality on-site childcare for clients using The Women's Center services.
- Plan and implement activities for children in childcare.
- If needed, make reports of child abuse to supervisor and other staff.
- Maintain safe childcare area, including monitoring and requesting supplies as needed.
- Sanitize toys and play equipment.
- Observe and monitor children's play activities.
- Communicate with children's parents or guardians about daily activities, behaviors, and related issues.
- Maintain a nurturing and creative atmosphere and role-model positive discipline techniques.
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts.
- Coordinate with Volunteer Coordinator and Children's Advocate on training engagement and retention of childcare volunteers.

- Identify signs of emotional or developmental delays or challenges in children and bring them to staff and/or parents' or guardians' attention.
- Ensure children are being instructed in health and personal habits, such as eating, resting, and toilet habits and change diapers as needed.
- Complete required paperwork, and maintenance of weekly program statistics.
- Complete forms in accordance with agency procedures.
- Participate in maintenance of physical facility and housekeeping duties when appropriate and as needed.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Adhere to organizational compliance with all local, state and federal regulatory agencies.
- Ensure compliance with all safety and work rules and regulations.
- Ensure confidentiality of all clients using services.
- Completes other duties as needed and/or requested by supervisor to align with mission and vision of the organization.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS:

- Knowledge and understanding of child abuse/neglect and domestic violence.
- Knowledge of developmental and physical stages of growth related to children.
- Previous experience working with children in childcare or educational setting.
- Organizational skills and attention to detail.
- Demonstrated interpersonal skills-ability and willingness to work both individually and as part of a team with other staff in provision of services to residents.
- Proficient in MS Office.
- Sensitivity to issues facing survivors of domestic violence, sexual assault, child abuse and trafficking.
- Active listening — giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — understanding written sentences and paragraphs in work related documents.
- Time Management — managing one's own time and the time of others.
- Service Orientation — actively looking for ways to help people.
- Coordination — adjusting actions in relation to others' actions.

- Critical Thinking — using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring — monitoring/Assessing performance of yourself to make improvements and take corrective action.

EDUCATION/EXPERIENCE:

- HS diploma and/or a combination of experience working with children in childcare or education setting required; Associate degree in early childhood education or elementary education preferred.

LANGUAGE SKILLS: Ability to read, write and comprehend English. Bilingual - English/Spanish preferred.

REASONING ABILITY: *Ability to utilize critical thinking- such as using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.*

CERTIFICATES, LICENSES, REGISTRATIONS: Requires a valid Wisconsin Driver's license and proof of insurance.

OTHER SKILLS AND ABILITIES:

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This is an active role. It requires the ability to lift up to 30 lbs.
- Standing, bending, stooping, kneeling, walking, crawling, climbing, and reaching.
- Movement up and down stairs.

WORK ENVIRONMENT: The Work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

- Works indoors and outdoors supervising children's play.
- The noise level in the work environment is usually moderate to high.

- Vision abilities include close, distant, depth perception and peripheral vision.

ADA: This employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

AAP/EEO: The Women's Center is an equal employment opportunity and affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, status as a qualified individual with a disability, or any other characteristic protected by law.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Signatures: