

# ANDREW FLECK CHILD CARE SERVICES

## JOB DESCRIPTION

**Job Title:** Shelter Worker

**Date:** May 2016

**Reports to:** STCC Staff

### SUMMARY

The Shelter Worker provides early learning and child care on site for mothers residing at Women's shelters in the Ottawa Area. They promote a positive, nurturing, developmentally appropriate, healthy and safe environment to meet the needs of children.

### SPECIFIC ROLES AND RESPONSIBILITIES

#### Early Learning and Care for the children

- Provides a welcoming and nurturing environment by displaying affection, acceptance and support of each child; guides and assists children in planned activities, and models appropriate behaviours.
- Develops and implements Programming plans with age/stage appropriate activities, games and crafts that interest the children.
- Plays and engages with the children.
- Proven ability to work closely with other team members
- Demonstrates creativity and innovation in the time spent with the children; is self-motivated and enthusiastic in carrying out the duties
- Implements a positive model/approach with Behaviour Guidance
- Abides by the Shelter code of conduct and Andrew Fleck Child Care Services policies.
- Maintains a safe and quality care environment for the children
- Ensures the children in care are well supervised and monitors their well-being
- Organizes and participates in appropriate outings for the children
- Attends to global needs of children
- Ensures provision of all required items for the day such as diapers, bottles, etc.
- Serves snacks, possibly meals and cleans up dishes and area used for that purpose afterwards

#### Communication

- Regularly communicates with designated shelter staff at respective site for information, resources and support
- Displays professionalism
- Follows instructions
- Provides STCC evaluation form for mothers to complete and return to STCC office
- Provides the resident mothers with feedback on the day
- Provides feedback on successes and challenges to the STCC office

- Completes and faxes the stats report and time sheet to the STCC office when required
- Maintains requested information/training up-to-date for AFCCS records
- Other tasks as needed to ensure a clean and safe, quality care environment

### **QUALIFICATIONS**

- Early Childhood Education Diploma or equivalent experience working with children
- Current Standard First Aid and Infant CPR certification
- Clear Police Record Check (Vulnerable Sector) completed in the last 6 months
- Sensitivity and respect for individual and cultural differences
- Proven ability to work closely with other team members
- Adequate energy level and ability to meet the physical demands of the job
- Strong interpersonal skills and understanding of confidentiality in women's shelters
- Ability to communicate effectively (both verbal and written)
- Understands the impact on children who are exposed to and/or have witnessed violence
- Bilingualism an asset