

# **ANDREW FLECK CHILD CARE SERVICES JOB DESCRIPTION**

**DATE: 31/05/16**

## **JOB CLASS:**

**JOB TITLE:** SHELTER WORKER

**LOCATION:** VARIOUS LOCATIONS WITHIN THE OTTAWA-CARLETON  
AREA

**REPORTS TO:** SHORT TERM CHILD CARE PROGRAM

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## **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.

## **KEY OBJECTIVES:**

- To performs duties in accordance with the mission statement and core values of AFCCS.

## **DUTIES WILL INCLUDE BUT NOT BE LIMITED TO:**

### **A. Early Learning and Care for the children**

1. 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.
2. Develops and implements Programming plans with age/stage appropriate activities, games and crafts that interest the children.
3. Plays and engages with the children.
4. Proven ability to work closely with other team members
5. Demonstrates creativity and innovation in the time spent with the children; is self-motivated and enthusiastic in carrying out the duties
6. Implements a positive model/approach with Behaviour Guidance
7. Abides by the Shelter code of conduct and Andrew Fleck Child Care Services policies.
8. Maintains a safe and quality care environment for the children
9. Organizes and participates in appropriate outings for the children

10. Attends to global needs of children
11. Ensures provision of all required items for the day such as diapers, bottles, etc.

**B. Communication**

1. Regularly communicates with designated shelter staff at respective site for information, resources and support
2. Displays professionalism
3. Follows instructions
4. Provides STCC evaluation form for mothers to complete and return to STCC office
5. Provides the resident mothers with feedback on the day
6. Provides feedback on successes and challenges to the STCC office
7. Completes and faxes the stats report and time sheet to the STCC office when required
8. 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