

CHRYSALIS POSTION DESCRIPTION

Position Title: Child Care Worker

Qualifications:

- Experience and/or knowledge of domestic violence and issues that relate to children and families from higher risk populations.
- Ability to perform crisis intervention with children and adults
- Ability to observe and monitor children’s behavior
- Ability to develop and maintain positive relationships with children and their families
- Experience with supervising children, both individually and in a large group setting
- Knowledge of children’s developmental stages and age appropriate behavior
- Ability to communicate well verbally and in writing
- Ability to utilize effective organizational skills
- Ability to work variable hours, both during the day and evening
- Minimum grade 12 or equivalent education
- Minimum 21 years of age

Responsibilities:

- Report to Shelter Director
- Provide supervision of shelter residents children as requested, either individually or in a group setting
- Read and update staff log at the beginning and during each shift
- Assist shelter residents, as needed, with their children’s bedtime preparation
- Provide group supervision of shelter residents children while parents are in group or individual counseling sessions.
- Provide supervision of children, as needed, when shelter residents are attending appointments or job interviews.
- Document all pertinent clinical information or observations in the child’s case file.
- Participate as a member of a clinical team in providing services to children and their families
- Work closely with the Child Therapist and other staff and report and document any concerns regarding the children’s behavior immediately to the Child Therapist or other staff on duty.
- Demonstrate respect and appreciation to all volunteers, donors, and other community members and organizations.
- Follow policy regarding obtaining shift coverage when taking time off
- Follow and maintain all ethical and professional guidelines as set forth in the Chrysalis Policy and Procedure Manual
- Maintain current CPR, First Aid Certification, and TB testing
- Perform additional tasks as requested by management

Employee Signature: _____ **Date:** _____

Shelter Director Signature: _____ **Date:** _____

NOTE: Chrysalis Shelter for Victims of Domestic Violence, Inc. is an At-Will Employer and signing this position description in no way constitutes a contract of employment.