



JOB DESCRIPTION: Child Care Provider

Overview

The Child Care Provider reports to the Shelter Manager. They are responsible for the care of the children in the Child Care Centre (CCC). The Child Care Provider also assists the Shelter Manager/ Shelter Officer in administration and general operations of the CCC.

Key Responsibilities:

Delivery of Service to home management (75%)

- Provide a safe, healthy and conducive learning environment for the children.
- Establish positive and productive relationships with the children.
- Demonstrate a level of professionalism and a commitment to personal professional growth.
- To speak and engage with the children in a kind, respectful and caring manner.
- Ensure general cleanliness of the CCC is maintained at all times.
- Monitor the children's physical health, behaviour, and well-being. To ensure that the Shelter Manager/ Officer is informed immediately if the children are unwell or if there are any other matters of concern.

Supporting the Children (15%)

- To be supportive of the children's social and emotional development.
- Observe and record the children's behaviour.
- Demonstrate a basic understanding of the principles of child growth and development.
- To look after the general needs of the children, which may include guiding them with their schoolwork.
- To take the child/ children to the clinic for consultations only if necessary and only upon approval from the Shelter Manager/ Officer.
- Ensure that the children are safe at all times, and report to the Shelter Manager/Officer if there are any concerns.

General (10%)

- Participate in a Basic Child Care Course which would be organised by the WAO management.
- Attend trainings that are organised by the management to ensure continuous development.
- To possess basic knowledge of first aid and attend basic safety and health training, as organised by WAO.
- To apply knowledge and skills acquired from trainings and courses to daily duties.
- Assist the Shelter Manager/Officer in administrative work when needed.
- Inform the Shelter Manager/Officer if there are any repairs and items needed at CCC.
- Assist the Shelter Manager/Officer, other staff, interns, and/or volunteers in the children's programmes when necessary.
- Attend to any emergency or crisis and contact the police / Shelter Manager / Refuge Night Supervisor/ Emergency Focal.
- Take the children to school activities such as extra classes on weekends when the school does not provide transport.
- Execute requests or directions by the Executive Committee and Executive Director as a whole.



Qualities

- Strong commitment to feminist principles and WAO vision, mission and core values.
- Practise good listening skills, compassionate and a strong commitment towards empowering children to achieve goals and improve their wellbeing.
- Non-judgemental, tolerant and ability to adopt a survivor - centred approach
- Ability to work within a framework of social work ethics and values and an ability to reflect on practise.
- Ability to work with diverse people, communities, and cultures, with an understanding of cultural awareness practises.
- Ability to work under stress and possess healthy coping mechanism when dealing with stress.
- Excellent level of patience, especially when engaging with the children and enjoys the company of children