



POSITION DESCRIPTION

Position: Childcare Relief Staff
Status : Permanent, Exempt, Full Time
Hours : On-call
Pay : DOE
Responsible To: Children's Program Manager

About Clackamas Women's Services (CWS)

Clackamas Women's Services (CWS) was incorporated in 1985 as Clackamas County's first shelter for women and children escaping family violence and domestic abuse. CWS' service delivery framework is built on trauma-informed best practices that promote safety and self-determination. Our vision is to live in a society that no longer tolerates domestic and sexual violence, but rather thrives on mutual respect.

CWS offers comprehensive, responsive solutions for adults and children impacted by sexual assault, domestic violence, stalking, the sex industry, and elder abuse. Through our confidential emergency shelter, our rural outreach office and A Safe Place Family Justice Center, CWS coordinates services with other public and private agencies in order to best serve survivors seeking help. Participants in our programs receive no-cost services by highly trained staff.

Position Purpose:

The Childcare Relief Staff position focuses on providing supervision and care to children/youth whose parents are accessing services at the Family Justice Center and/or Clackamas Women's Services Confidential Shelter. The position will be responsible for creating a safe space for child dependents of adult survivors of domestic and sexual violence and child/youth victims of domestic violence, dating violence and sexual assault or exploitation and children/youth exposed to domestic and sexual violence in our region while they are in CWS' Childcare Program. The position will provide childcare services to a full age range of children/youth (infant—teenager) and will be responsible for working with them simultaneously.

Key Responsibilities:

1. Supervise and care for children/youth, ages 0-18
2. Act as Site Supervisor for Childcare Volunteers by providing support and feedback during respective shifts
3. Create structure to support varying needs of children/youth on wide age spectrum (infant—teenager) including but not limited to: management of behaviors, transitional times and parent access for age-specific needs.
4. Have working knowledge of age appropriate toys/activities and be able to create engaging environment for children/youth to access while in care
5. Manage childcare spaces to ensure safety including but not limited to: organization of toys/supplies, disposal of broken equipment, and parent access when needed.
6. Provide information to parents relating to childcare expectation and guidelines.

7. Provide written documentation of each childcare session including but not limited to: attendance, dietary needs and incident reports.
8. Assist with prep for corresponding groups, such as Make Parenting A Pleasure or Promotoras
9. Inform Children’s Program Manager of program needs (such as food options or supplies)

General Responsibilities:

The Childcare Relief Staff is responsible to uphold the policies set by the agency and to provide leadership for the execution of the organization’s philosophy, values and mission in the delivery of services.

Administration:

- Ensure appropriate record keeping including participant interactions and services provided. Ensure complete documentation of all services, including intakes, confidentiality statements, and statistics. Send updated information to Children’s Program Manager on weekly basis.
- Maintain confidential program files and enforce CWS Personnel Policies.

Grant and Financial Management:

- Assist with monthly, quarterly and annual statistical and narrative reports as assigned by the Children’s Program Manager.
- Provide information to assist in fundraising efforts.

Community Networking:

- Maintain working relationships with community service providers.
- Acts as liaison and problem-solves with other community service providers as needed.
- Ensure that all communication with community partners is aligned with CWS values.

QUALIFICATIONS:

- ◆ Ability to pass background check.
- ◆ Minimum 1 year direct client service / programming experience.
- ◆ Minimum 1 year experience working with children & youth.
- ◆ Demonstrated ability to effectively communicate understanding of domestic & sexual violence, and their effects on women & children and society.
- ◆ Demonstrated understanding of anti-oppression issues, ability to work effectively with individuals from diverse backgrounds, and understanding of culturally competent service delivery methods
- ◆ Valid driver’s license, reliable motorized vehicle required and automobile insurance

We are committed to building a diverse and inclusive workforce that represents the communities we serve. Women, people of color, LGBT, older adults and people with disabilities are strongly encouraged to apply.

Please submit a resume and cover letter to hr@cwsor.org with the subject line of “Childcare Relief Position.

Signature

Date

Signature

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