



**Job Description:** Childcare Provider  
**Reports To:** Director of Youth Services  
**FLSA Status:** Part-time, Non-Exempt

### **Summary**

WSLB's Childcare Worker will provide supervision and care of children while their parents are attending group meetings at the Domestic Violence Resource Center (DVRC). They will engage children in age appropriate play activities and teach them basic social skills. Employee will work under the supervision of the Director of Youth Services to ensure a positive environment for early childhood development.

### **Responsibilities** (Other duties may be assigned)

- Provide supervision for the children who accompany their parents to the DVRC for group sessions, individual sessions, intakes, or for meetings.
- Ensure a safe environment for the children being supervised at all times
- Provide children with age appropriate activities, games, and movies
- Ensure children are learning positive behaviors such as manners, sharing, etc.
- Provide guidance or approved discipline as needed
- Read to children and teach them simple painting, drawing, handcrafts, etc.
- Work with parents to help children progress towards educational and behavioral goals
- Identify signs of emotional or developmental distress in children and bring them to the Director of Youth's attention
- Ensure that the childcare room is neat and clean at the end of each session and that all toys, materials, etc. are put away
- Sterilize all toys and play area after every group or care session
- Attend staff meetings and trainings as required
- Assist the front desk and coworkers when needed

### **Requirements**

- ✓ High School Diploma or GED required
- ✓ Degree in Child Development or Early Childhood Education preferred
- ✓ 40-hour Domestic Violence Training (can be provided upon hire)
- ✓ Bilingual in Spanish
- ✓ Must be able to frequently lift children weighing between 30-50lbs
- ✓ Must be mature and professional

### **Skills Required**

- Strong written and verbal communication skills
- Must demonstrate informed sensitivity to the issue and experience of domestic abuse and the ability to respond effectively to people in crisis
- Ability to maintain confidentiality

Please send resume and cover letter to Amy Micheo, HR Coordinator at [amicheo@womenshelterlb.org](mailto:amicheo@womenshelterlb.org)

The WomenShelter of Long Beach is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

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