



WOMEN'S EMPOWERMENT

Title:	Childcare Assistant On-Call
Reports to:	Childcare Coordinator/Program Director
Position:	Part-time
Compensation:	Dependent on experience

Organizational Overview:

Women's Empowerment is a community-based nonprofit organization whose mission is to educate and empower women who are homeless with the skills that are necessary to secure a job, create a healthy lifestyle, and regain a home for themselves and their children. Women's Empowerment is the most comprehensive job-readiness program in Sacramento, exclusively designed to serve homeless women and their children. Women's Empowerment is dedicated to ending homelessness one woman, one family at a time.

Position Overview:

The Childcare On-Call Employee will be responsible for helping maintain an enriching childcare program for young children of homeless women who are attending an on-site job-readiness program. This person will be responsible for ensuring the safety and well-being of the children in the program, while implementing a curriculum that supports their physical, emotional, and social development, as well as positive sense of self.

Qualifications:

- Minimum of 6-12 ECE (Early Childhood Education units) with at least 1 year's experience working with children
- Demonstrated experience providing high-quality childcare
- Knowledge of child development theories and practices
- Knowledge of safe and appropriate activities for children
- Demonstrated ability to communicate appropriately and effectively with children, parents and staff
- Demonstrates enthusiasm, patience, dependability, punctuality and flexibility
- Demonstrated ability to effectively solve problems and make decisions
- Strong supervisory, time-management and financial management skills
- Understanding and sensitivity to the issues facing homeless women and children, including an understanding of trauma-informed childcare practices
- Ability to lift small children and objects up to 25 pounds
- Fingerprint and TB clearance necessary (to begin work)

Job Description: Caring for infants and toddlers in a child care setting. Hours will generally be 8:30 AM-2:30 PM, when needed, Monday-Friday.

Job Duties:

A. Supervise children in the childcare room:

- Ensure children are safe and supervised at all times
- Provide personalized care to infants and young children in the childcare room, while mothers attend class on-site
- Provide various, nurturing experiences and activities for children including songs, games, play, and story telling
- Interact with children in a positive and age appropriate manner while creating a warm, happy atmosphere that promotes children's self-esteem
- Attend to eating and toileting needs of children
- Provide a conducive environment for regular sleep and rest time
- Establish routines and provide positive guidance
- Provide a safe and secure environment for children to feel comfortable
- Implement positive discipline when required
- Clearly and effectively communicate in a manner that children understand
- Identify and report signs of emotional or developmental issues, or any indicators of abuse
- Assist with the coordination of child developmental assessments, as needed

B. Responsible for self-care and personal development

- Commitment to learning and enhancing professional and interpersonal skills
- Model healthy boundaries and self-care.

C. Other duties as assigned

Nature of Supervision Received:

Daily activities are performed with guidance and direction from the Childcare Coordinator.