

## **JOB DESCRIPTION: Child Minder**

### ***Overview:***

The Child Minder reports to the Social Work Manager. They are responsible for the care of the children in the Child Care Centre (CCC). The Child Minder also assists the Social Worker in administration and general operations of the CCC.

### ***Responsibilities:***

- Look after the needs of the children, including helping them with their schoolwork.
- Basic chores including laundry and cooking meals.
- Assist the CCC Social Worker in administration.
- Inform the Finance & Admin department if there are any repairs and things needed at CCC.
- Ensure there is enough food provision – order groceries on a weekly basis.
- Accompany the children on excursions and organise celebrations of festivals, birthdays or other events with the children together with Child Care Supervisor.
- Assist the Social Worker in the children's programmes when necessary.
- Attend to any emergency or crisis and contact the police / Social Work Manager / Refuge Night Supervisor / CCC Social Worker.
- Ensure the overall cleanliness of the CCC at all times.
- Monitor the children's health and educational performance.
- Take the children to school activities such as extra classes on weekends when the school does not provide transport.
- Ensure the children are in good health and take them to the clinic for necessary consultations.
- Execute requests or directions by the Executive Committee and Executive Director as a whole.

Send your resume/CV and cover letter to [womensaidorg@gmail.com](mailto:womensaidorg@gmail.com)

Visit [wao.org.my](http://wao.org.my) for more information.