

JOB DESCRIPTION: Child Care Provider

Overview

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

Key Responsibilities:

Delivery of Service to home management (75%)

- Provide a safe and healthy environment for the children.
- Establish positive relationships with the children.
- Maintain a commitment to professionalism.
- To speak and engage with the children in a loving and caring manner.
- Perform basic chores including cleaning the CCC premises, doing the laundry and cooking meals for the children.
- Ensure the overall cleanliness of the CCC at all times.
- Monitor the children's physical health and behaviour, and to inform the CCC Manager immediately if the children are unwell.

Supporting the Children (15%)

- Support the children's social and emotional development.
- Observe and record children's behaviour.
- Understand principles of child growth and development.
- Look after the needs of the children, including helping them with their schoolwork.
- Ensure the children are in good health and take them to the clinic for necessary consultations.
- Ensure that the children are safe at all times, and to report to the CCC Manager 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 CCC Manager in administrative work when needed.
- Inform the CCC Manager if there are any repairs and items needed at CCC.
- Assist the CCC Manager, other staff, interns, and/or volunteers in the children's programmes when necessary.
- Attend to any emergency or crisis and contact the police / CCC 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.
- Good listening skills, compassionate and a strong commitment towards empowering children to achieve goals and improve their wellbeing.
- Non-judgemental 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

Requirement

Candidate must have good knowledge of English and Bahasa Malaysia. Has experience working with children. This position is a live in position as such the candidate has to be willing to live in at the Child Care Centre during the working days. Interested candidate are to call 03-79575636 or email your resume to womensaidorg@gmail.com.