

## **Job Description : Intern – Children's Programmes**

**Updated 7 September 2018**

### **Overview**

The WAO's Child Care Centre (CCC) operates as a support centre that empowers children who have experienced violence. At the CCC, we ensure that children have formal and/or informal access to education by ensuring they attend regular school, or attend home school, and participate in educational, non-educational, and other children's activities which will equip our children to be empowered once they leave to be reunited with their mothers. We also ensure that they are provided with adequate mental health interventions by licensed practitioners. The Child Care Manager oversees the shelter and programme management at the CCC as well as for all children who come into contact with WAO. The Child Care Providers provide nutritious meals, ensure the safety of the children, and support the children during their stay at the CCC.

The role of the Programme Intern for Children's Programmes is to develop, coordinate, and execute programmes, activities, and initiatives that provide educational and non-educational resources to children, influence behaviour change and impact child safety, as well as to engage children who are in our care to actively participate in their own protection and empowerment. The Children's Programme Intern reports to the Child Care Manager.

### **Key Responsibilities**

- Develop age appropriate programmes and activities for children who reside in CCC and the Refuge.
- Implement and execute programmes and activities, and consult CCC Manager if resources are required for execution (preferably at least two weeks in advance).
- Maintain safety and security of children during all programmes and activities.
- Alert CCC Manager immediately of any concerns regarding children's wellbeing.
- To maintain a high level of professionalism when engaging with all staff and clients of WAO.
- Organise timely discussions with CCC Manager regarding progress of programmes and activities.
- To assist with weekend activities (if any).
- Establish positive relationships with the children.

### **Skills and Qualities**

- Strong commitment to feminist principles and WAO vision, mission and core values.
- Non-judgmental and ability to adopt a survivor-centred approach.
- Displays understanding and sensitivity towards principles of child protection guidelines.
- Has an understanding and belief in the principles of child rights & women's rights.
- Good listening skills, and compassionate.
- Has a driver's licence.
- Fluent in English and Bahasa Malaysia.