

**Job Description**  
**Lead Child Care Worker**

**Reports To: Shelter Director**

**Responsible For: Overall functioning and operation of the facility and program on a daily basis. Insure, at all times, the safety and security of clients. Training and supervising child care staff to insure proper implementation of policy, procedure and treatment plans for clients. Presenting at all times a positive, professional presentation and image for our Agency.**

1. Assist in the hiring, training and accountability for child care staff as assigned by the Shelter Director.
2. Insure that all agency policy and procedures are implemented along with the daily structure and rules.
3. Oversee and spot check all logs, and client files and statistical sheets to ensure proper and professional documentation is occurring between shifts. Continuously emphasize client confidentiality, as well as staff confidentiality.
4. Review incident reports and discuss and follow up with the Shelter Director.
5. Assign shift duties to child care workers and ensure follow up.
6. Provide individual and group counseling for clients
7. Provide on going feedback to child care workers regarding their job performance and address job difficulties with them in meetings assisted by the Shelter Director.
8. Meet weekly with the Clinical Director, Shelter Director and Family Counselors to discuss treatment plans and case management for clients.
9. Assist the family counselor to communicate both verbally and in the client file, goals and treatment plans for clients and ensure these are being implemented.
10. Supervise child care workers in a professional and caring manner; build a cohesive, professional team and encourage a professional environment free of gossip and unprofessional dialogue and/or behavior.
11. Assure that shift duties are being carried out in a timely manner and that structure and rules are being consistently implemented.
12. Notify the Shelter Director immediately of any problems or incidents of a serious nature to include client issues or behaviors, staff problems, neighbor complaints or complaints from parents or outside sources.
13. Assure that all materials for files/logs are updated and available.
14. Be available to cover unforeseen openings in the shift schedule.
15. Be aware of and report any and all maintenance issues according to policy and procedure.
16. Other duties as assigned by the Shelter Director.

Operation SafeHouse is an Equal Opportunity Employer. Employment is based on experience, training, and ability to work, without regard to sex, sexual orientation, race, religion, creed, color, national origin, marital status, age, physical, mental, or sensory disability.

Pay Scale is up to \$12.00 an hour.

Please email resume to Ann Miller at [amiller@operationsafehouse.org](mailto:amiller@operationsafehouse.org).