

<b>Job Title:</b>	Play Care Assistant	<b>Job Category:</b>	Direct Service
<b>Department/Group:</b>	Programs/Shelter	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Richmond, TX	<b>Travel Required:</b>	As needed.
<b>Level/Salary Range:</b>	Hourly: \$10-\$12 per hour	<b>Position Type:</b>	Full Time, Non-exempt
<b>HR Contact:</b>	Tina Hood	<b>Date posted:</b>	May 20, 2019
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	June 17, 2019
<b>External posting URL:</b>	<a href="https://www.fbwc.org/about-us/careers/">https://www.fbwc.org/about-us/careers/</a>		
<b>Internal posting URL:</b>			
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>			
<p>Responsible for the safety and supervision of children in Play Care. Contribute to the nurturing, positive learning environment of all areas of the shelter. Meet the goals and objectives for program service delivery.</p> <ol style="list-style-type: none"> <li>1. Must have agency core values – Service, Passion, Integrity, Respect, Innovative, Team work.</li> <li>2. Welcome clients and their children to play care in a professional and timely manner.</li> <li>3. Provide positive reinforcement and praise while completing activities with children.</li> <li>4. Consistently follow the daily schedule – include lesson plans, physical activities, etc.</li> <li>5. Ensure that all areas are clean, organized and sanitized daily and are tour ready (includes Sunshine Club, Rain Forest Room, Playground).</li> <li>6. Actively interact with children throughout the day as an integral part of the daily schedule. Utilize skills that include working with children with behavioral problems.</li> <li>7. Communicate with co-workers to relay relevant information during shift changes.</li> <li>8. Communicate with all clients, staff, volunteers and visitors with dignity and respect.</li> <li>9. Maintain accurate service plans, logs and records. Ensure that all paperwork is done daily and turned in appropriately (diaper logs, children’s incident reports, etc.).</li> <li>10. Collaborate with play care volunteers to ensure children are engaged while in play care.</li> <li>11. Ensure compliance with shelter policies and procedures that are outlined in the resident guidebook.</li> <li>12. Other duties as assigned.</li> </ol>			
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>• Associates degree in Child Development or 5 years’ experience.</li> <li>• Requires a beginning level of skill in crisis intervention and assessment.</li> <li>• Ability to kneel and / or sit on the floor for appropriate child interactions.</li> <li>• Excel in a team-oriented, non-structured work environment.</li> <li>• Ability to work with people from all socioeconomic backgrounds.</li> <li>• Have an interest in women and children’s issues.</li> <li>• Experience working with survivors of abuse and violence.</li> <li>• Excellent oral and written communications skills.</li> <li>• Moderate computer skills (time reporting, etc.)</li> <li>• Pass a criminal background check, and drug screening.</li> <li>• Valid Texas Driver’s License.</li> <li>• Must complete required OAG staff training.</li> <li>• Will be trained on sensitivity issues of working with domestic violence and sexual assault survivors.</li> <li>• Must be able to lift 50 pounds or more.</li> </ul>			

**COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Judgment - Displays willingness to make decisions, responds compassionately to persons being served while maintaining appropriate and professional boundaries, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process.
- Innovation - Displays original thinking and creativity, meets challenges with resourcefulness, generates suggestions for improving work, and develops innovative approaches and ideas.
- Tenacity and thoroughness, with the ability to solve practical problems and deal with a variety of situations.
- Team player who can roll up their sleeves and get involved in everything from big projects to mundane, simple tasks.
- Not easily frazzled and strong time management skills during busy and slower periods throughout the day.
- Apply basic strategies for good communication, including developing rapport and using active listening.
- Establish and maintain collaborative and trusting relationships with victims/survivors.
- Relate to victims/survivors in a respectful and nonjudgmental manner; employ a victim-centered and trauma-informed perspective.
- Focus on victim/survivor empowerment and emphasize strengths.
- Support victim self-determination and informed decision-making.
- Respect client confidentiality.
- Apply strategies for using verbal and nonverbal communication to calm crises situations so that assessments and case planning may take place.
- Apply strategies for gathering case-specific information and relevant facts for safety planning and service delivery.
- Apply strategies for addressing conflict and moderating one's own verbal and nonverbal reactions to victim/survivor communications as needed.
- Demonstrate ongoing efforts to improve skills in effective communication, including verbal and nonverbal communication, and cultural competency.
- Deadline and solutions oriented with the ability to handle multiple competing priorities and wide-variety of responsibilities.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations, listens and gets clarification, responds well to questions, participates in meetings.
- Written Communication -Writes clearly, persuasively and informatively, edits work for spelling and grammar, and reads and interprets written information.
- Dependability - Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to long and/or non-traditional hours of work when necessary to reach goals, completes tasks on time or notifies appropriate person with an alternate plan.
- Travel required in greater Harris and Fort Bend County areas.