



Title: Senior Childcare Specialist

Program: Domestic Violence Services

Reports to: Domestic Violence Management

Valley Oasis operates a confidential 24-hour emergency domestic violence shelter that provides safe housing and comprehensive supportive services to survivors of domestic violence and their children. The shelter serves individuals of all ages through a trauma-informed, participant-centered approach designed to promote safety, healing, stability, and self-sufficiency.

The Senior Childcare Specialist is responsible for planning, coordinating, and providing developmentally appropriate childcare services for children residing in the emergency shelter. This position promotes children's physical, emotional, social, and educational well-being while supporting positive parent-child relationships. The Senior Childcare Specialist collaborates with shelter staff to ensure children receive quality services in a safe, nurturing, and trauma-informed environment.

Essential Job Functions:

- Welcome newly admitted participants and children by conducting childcare orientations and explaining program expectations, childcare guidelines, and available services.
- Provide trauma-informed, developmentally appropriate childcare services that promote children's safety, emotional well-being, and healthy development.
- Maintain continuous supervision of children while ensuring a safe, supportive, and structured environment.
- Establish and maintain positive, respectful relationships with children and their parent or guardian while encouraging healthy family interactions.
- Plan and facilitate age-appropriate educational, recreational, social, and enrichment activities that encourage creativity, confidence, school readiness, healthy relationships, conflict resolution, and emotional growth.
- Develop and implement activities that strengthen parent-child bonding and family engagement.
- Provide tutoring and educational support to school-aged children, as appropriate.
- Assist parents and guardians in accessing educational resources and coordinating school enrollment when appropriate.
- Introduce children to age-appropriate developmental concepts including literacy, communication, cooperation, problem-solving, and social skills.
- Monitor children's emotional, behavioral, and developmental progress and communicate concerns to parents, guardians, and supervisors while maintaining appropriate documentation.
- Assist children experiencing emotional distress by utilizing trauma-informed intervention and de-escalation techniques consistent with agency practices.
- Ensure children's nutritional needs are met by preparing and serving snacks in accordance with program guidelines.
- Assist young children with hygiene needs while encouraging age-appropriate independence.
- Provide basic first aid for minor injuries and ensure all incidents are appropriately documented and reported.
- Create welcoming environments and orientation materials that help children transition into shelter services.

- Maintain timely, accurate, and complete participant documentation, including daily observations, case notes, activity records, incident reports, medication documentation (when applicable), and other required program records.
- Complete all required daily, weekly, monthly, quarterly, and annual reports within established timelines.
- Conduct quality assurance reviews of children's files to ensure compliance with agency policies, funding requirements, licensing standards, and program regulations.
- Recognize, document, and immediately report suspected child abuse or neglect in accordance with mandated reporting laws and agency procedures.
- Maintain current knowledge of program policies, procedures, licensing standards, and best practices to ensure compliance with changing regulations.
- Maintain a clean, organized, safe, and welcoming childcare environment that promotes the health and well-being of children and families.
- Ensure childcare areas, toys, equipment, and supplies are maintained in accordance with agency standards and health and safety guidelines.
- Assist with the care, maintenance, organization, and inventory of program supplies, educational materials, and donated items.
- Coordinate and distribute clothing, school supplies, hygiene items, and other resources based on participant needs.
- Prepare welcome materials and age-appropriate resources for newly admitted children.
- Provide safe transportation for participants and children, when authorized, in accordance with Agency policies.
- Assist in identifying participant needs and connecting families with internal and community resources that promote safety, stability, education, healthcare, and self-sufficiency.
- Support overall shelter operations by providing coverage and assistance as needed to ensure continuity of participant services.
- Participate in emergency response activities and assist during crisis situations while following agency protocols.
- Collaborate and communicate effectively with shelter staff, case managers, advocates, therapists, volunteers, internal programs, and community partners to coordinate services, promote continuity of care, and support positive outcomes for children and families.
- Participate in multidisciplinary meetings, case conferences, agency meetings, and trainings to ensure coordinated service delivery.
- Supervise, train, and provide guidance to volunteers supporting Children's Services activities.
- Provide recommendations to management regarding program improvements, children's programming, safety initiatives, and service delivery enhancements.
- Assist management in identifying program needs, developing resources, and implementing improvements that enhance children's services.
- Participate in regular supervision meetings to review participant needs, program operations, professional development and service outcomes.
- Maintain positive working relationships with participants, coworkers, volunteers, community partners, and other stakeholders while demonstrating professionalism and teamwork.
- Participate in case conferencing, team meetings, and care coordination efforts to support participant progress
- Communicate effectively with staff, participants, and community partners to ensure continuity of care and services
- Build and maintain professional relationships with community partners and service providers
- Respond promptly and professionally to emergencies, participant crises, and safety incidents while following agency policies, emergency procedures, and trauma-informed practices.
- Escalate participant concerns, child safety issues, emergencies, staffing concerns, operational issues, or other significant matters to the appropriate supervisor or leadership in a timely manner.
- Attend and actively participate in required meetings, trainings, continuing education, and community events as assigned.

- Maintain strict confidentiality of participant, agency, and personnel information in accordance with agency policies and applicable federal and state laws.
- Support other Agency programs and departments, as assigned, to promote continuity of services and organizational success.
- Promote a safe, respectful, inclusive, and trauma-informed environment for participants, visitors, volunteers, and staff consistent with Valley Oasis values and policies.
- Perform additional duties, projects, and responsibilities as assigned by Supervisor in support of agency goals, program operations, and program outcomes, including responsibilities not specifically outlined in this job description

Knowledge, Skills & Abilities:

- Knowledge of trauma-informed care, harm reduction principles, and participant-centered service delivery.
- Knowledge of the dynamics and impact of domestic violence on adults, children, and families.
- Knowledge of child growth and development, age-appropriate programming, and positive behavior support techniques.
- Knowledge of community resources, educational systems, healthcare providers, and supportive services available to survivors of domestic violence throughout Los Angeles County.
- Knowledge of mandated child abuse reporting requirements and applicable confidentiality laws.
- Ability to establish professional, supportive relationships while maintaining appropriate professional boundaries.
- Ability to effectively communicate with children of varying developmental stages and with adults from diverse cultural and socioeconomic backgrounds.
- Ability to assess situations, exercise sound judgment, and respond calmly and effectively during emergencies or crisis situations.
- Ability to recognize behavioral, emotional, and developmental concerns and communicate observations appropriately.
- Ability to prioritize multiple assignments while maintaining accuracy and meeting established deadlines.
- Strong organizational, problem-solving, and time management skills.
- Ability to work independently while contributing effectively as a member of a multidisciplinary team.
- Strong verbal and written communication skills.
- Proficiency in Microsoft Office Suite, Google Workspace, electronic documentation systems, and standard office equipment.
- Ability to maintain strict confidentiality regarding participant, agency, and personnel information.
- Ability to work a flexible schedule, including evenings, weekends, holidays, and emergency on-call assignments when required.
- Ability to travel throughout Los Angeles County and the Antelope Valley as needed using reliable transportation.
- Bilingual (English/Spanish) preferred but not required.

Role Clarification

The Senior Childcare Specialist is responsible for delivering trauma-informed childcare services that promote the safety, well-being, and healthy development of children residing in the emergency domestic violence shelter. This position works collaboratively with participants, shelter staff, and community partners to provide supportive services that strengthen family stability and enhance children's emotional, social, educational, and developmental outcomes.

The Senior Childcare Specialist exercises sound judgment, professionalism, and discretion while working with children and families experiencing crisis. The position is expected to work independently within established

program guidelines while maintaining regular communication with leadership regarding participant needs, program operations, safety concerns, and service delivery.

This position does not provide clinical therapy, mental health counseling, or case management services. Instead, the Senior Childcare Specialist serves as a supportive advocate and childcare professional by providing developmentally appropriate programming, monitoring children's well-being, maintaining required documentation, supporting parent-child engagement, and coordinating with multidisciplinary staff to ensure comprehensive, participant-centered services.

The Senior Childcare Specialist may provide guidance and support to volunteers and assist with program operations, quality improvement initiatives, and other agency activities as assigned. The position is expected to maintain flexibility in responding to participant needs, emergency situations, and changing program priorities while consistently upholding Valley Oasis' values, policies, and commitment to trauma-informed care.

Qualifications & Experience:

- High school diploma or equivalent.
- Minimum two (2) years of experience providing childcare services in a childcare, educational, residential, or human services setting.
- Minimum one (1) year of experience planning, implementing, or supervising children's educational or developmental activities.
- Experience working with children and families experiencing trauma preferred.
- Experience working within a residential shelter or social services environment is strongly preferred.

Agency Requirements:

- Valid California Driver's License required
- Reliable transportation required
- Current auto insurance required
- Clean driving record required

Physical Demands & Work Conditions

To successfully perform the essential functions of this position, an employee must be able to meet the following physical demands and work conditions:

- May interact with individuals experiencing crisis, illness, substance use, or challenges related to personal hygiene and safety awareness
- May encounter unpleasant environmental or sensory demands associated with substance use, mental health symptoms, or lack of personal care
- May experience crisis situations and potentially hostile situations, must be ready to respond quickly and effectively.

An employee is required to:

- Walk and climb stairs
- Handle, grasp and manipulate objects and equipment
- Reach above shoulder level and below waist
- Communicate effectively verbally and in writing
- Move quickly and safely between locations
- Perform repetitive hand, wrist, and finger motions
- Climb stools, steps, or ladders as needed
- Work outdoors in varying weather conditions
- Lift and carry up to 25 lbs.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions of the position. Employees requiring accommodations should notify Human Resources as soon as the need becomes known.

Benefits:

Health	Employee Assistance Plan	Paid Sick
Dental	Cafeteria 125 Plan	Paid Vacation
Vision	Retirement Plan	Personal Days
Life Insurance	14 Observed Holidays	

Schedule:

Monday through Friday, 8:00 a.m. to 5:00 p.m.; however, evenings, weekends, holidays and on-call responsibilities may be required based on program or agency needs – Flexibility is Essential

Compensation:

Salary Range: \$20.00 - \$22.00 per hour, depending on qualifications and experience

This is a full-time, non-exempt position.

An Equal Opportunity Employer: Selection will be based solely on merit and will be without discrimination because of age, race, sex, religion, national origin, marital status, sexual orientation, mental or physical disability.