



## **Assistant Shift Supervisor**

Since 1901 The Children's Shelter has provided a safe haven for Bexar County children who have experienced abuse, abandonment and neglect. Would you like to be part of a growing and dynamic team that "restores innocence and strengthens families?" Serving over 4,000 children and families each year, we need committed applicants to be part of The Children's Shelter team. It takes one life to change the life of a child. Will that be you?

The Assistant Shift Supervisor provides overall supervision and assistance to the Child Care providers on designated shift in the hour-to-hour care of residents in the shelter in compliance with state licensing and shelter operational procedures; at other times carry out duties and responsibilities of Child Care Provider. Responsible for overall safety, welfare, care and security of children in care; maintaining an ongoing and updated knowledge and ability to professionally carry out Shelter evacuation procedures in accordance with written policy and procedures.

### **Requirements:**

- Ⓞ Skills in organizing work in a responsible way in an environment with multiple challenges and priorities/effective time management skills required
- Ⓞ Ability to engage and communicate effectively with persons from diverse cultures and communities, as well as from different groups, including children, their parents, agency colleagues, support staff members, supervisors, administrators, and legal and judicial system.
- Ⓞ Always present a good public presence
- Ⓞ Ability to document activities and significant incidents
- Ⓞ Attention to detail regarding reporting particularly administering medication to children
- Ⓞ Maintain current drivers license/access to reliable and safe transportation for self
- Ⓞ Valid Texas driver's license
- Ⓞ High School Diploma or GED equivalent required
- Ⓞ Must be at least 21 years of age
- Ⓞ Extensive experience in the field of child care

***The Children's Shelter is an Equal Opportunity Employer committed to a culturally diverse workplace and offering a competitive pay and benefits package.***

We offer employment opportunities at our various locations. For current opportunities visit our website [www.chshel.org](http://www.chshel.org) or view job postings at:

2939 W. Woodlawn Ave.  
San Antonio, TX 78228  
Monday-Friday 8am-5pm

**Volunteer opportunities are also available.  
The Children's Shelter is an Equal Opportunity Employer.**