



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.

Responsibilities:

- Demonstrates strong commitment to meeting the needs of our customers (children, community members, co-worker, donors, managers and volunteers), in a friendly, outgoing and professional manner
- Assistant Shift Supervisors must be aware of the children's habits, interest and any special needs; provide a safe environment; cultivate developmentally appropriate independence in children through planned but flexible program activities; positively reinforce children's efforts and accomplishments; and implement and follow the children's service plans.
- Report 15 minutes prior to the start of the assigned shift to ensure transition from the outgoing Shift Supervisor to the Incoming Shift Supervisor; make Youth Care Specialists assignments, taking reports, reviewing significant incidents in the staff log; review the Medication Log and RR Form 14x; inspect facility with the outgoing supervisor-- remain on shift until relieved.
- Know and enforce shelter procedures, policies and DFPS Minimum Standards insuring the hourly activities/operation of child care function is being carried out in compliance with licensing standards and shelter operational procedures.
- Accept direction and work assignments from supervisor to include assignment with any group of children assigned by supervisor.

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.childrensshelter.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.**