Job Title: Caregiver
Department: Child Support Centre
Section: Care Services
Reports to: Team Lead
Direct Reports: N/A
Indirect Reports: N/A

JOB SUMMARY

The Caregiver will be responsible for the care, nurturing and supervision of children who are receiving attention at the Assessment Centre or the Place of Safety. The Caregiver will provide basic medical, physical, dietary, social and emotional care to children to meet their daily needs. The Caregiver will promote children’s holistic well-being through meaningful relationship building, and will work with other members of the team to meet the needs of the children, always providing support, for each child placed in care.

KEY RESPONSIBILITIES AND DUTIES

I. Attends to the personal hygiene and personal care needs, including but not limited to grooming, dining and nutritional, mobility, basic psychosocial and safety needs of the children.

II. Observes children closely, identifying changing needs and conditions at first indication, and reports immediately to the Team Lead as appropriate.

III. Consistently works with all staff team members to meet the needs of all children.

IV. Facilitates developmentally appropriate daily activities to support children’s need for play/recreation, continuous learning, and physical exercise.

V. Maintains accurate records of caregiving services and activities provided to children on a daily basis.

VI. Ensures that spaces are well-kept, including play areas, children’s rooms, common rooms, and dining areas.
VII. Coordinates work with the Team Lead to ensure housekeeping needs are achieved within the staffing resources of the Assessment Centre and the Place of Safety.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- A School Leaving Certificate.
- Certificate in Early Childhood Care and Education or any other related field would be an asset.
- Training in CPR and First Aid would be an asset.
- Three (3) years’ work experience in a child care environment or a related field.
- Any other equivalent combination of training and experience will be considered.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Child care.
- Confidentiality with respect to information records concerning families and children.
- Understanding of children’s rights.
- Ability to use tact and sensitivity when dealing with children with special needs.
- Knowledge of cultural norms of Trinidad and Tobago.
- Good written and oral communication skills.