

Announcement Number: 21-10

Who can apply: PUBLIC

**Announcement Open: 4/26/21 or
 Closed: Until position is filled**

Position Title	Program
Shelter Worker	Alee Shelter II and III

CHARACTER OF THE JOB: This employee is charged with providing a warm, safe, and comfortable environment to facilitate a therapeutic setting for children. Responsible to Program **Manager**.

RESPONSIBILITIES:

1. Welcomes and orients new children upon their arrival at the Shelter.
2. Transports children as directed by **Shelter Program Coordinator or Program Manager**.
3. Inventories supplies, makes lists of items needed and submits them to House Manager.
4. Observes child-child interactions, recommends appropriate responses, and helps children to develop appropriate living skills.
5. Monitors and enforces policies and procedures of the shelter.
6. Answers the telephones, takes messages and relay them to appropriate person.
7. Records events daily into shelter log book.
8. Assists in planning, scheduling, and implementing activities for special occasions and recreation for children.
9. Monitors personal hygiene of each child to ensure their safety and comfort; sets behavioral limits when required.
10. Prepares and serves healthy food and snacks for children, daily.



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11. Attends monthly staff meetings and all other in-service training provided.
12. Responds appropriately to emergency situations at the shelter and notifies the **Program Manager** immediately.
13. Performs related tasks as assigned by **Program Manager or Shelter Program Coordinator**.

REQUIRED QUALIFICATIONS:

1. High School Diploma or GED Certificate with two (2) years in Human Services.

or

High School Diploma or GED Certificate with two years in Homemaking and related Human Services skills.

2. Valid Driver's License and Chauffer's License
3. Must own your vehicle to commute to work.
4. Able to work flexible shift work.

SPECIAL QUALIFICATIONS: (This information is obtained during interview)

1. **Basic knowledge of child and human development.**
2. **Possess some computer skills.**
IF SELECTED
3. **Institutional Health Certificate**
4. **Submit to and pass a drug test**

REQUIRED DOCUMENTS: To validate credentials you may claim (e.g. High School Diploma, /College Transcript), a copy of a certified copy of the document(s) and resume must accompany the application. Failure to provide proof may result in a determination of not meeting required education and/or experience. If selected, you will be required to submit a recent Police, Traffic and Court Clearance and submit to and pass a drug test.

For more information, please contact Ms. Linda Del Rosario, Personnel Officer at 635-1412.

DIANA B. CALVO
Executive Director

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