Children's Area Supervisor

Position Description

The Children's Area Supervisor is responsible for overseeing Children's Area Workers and coordinates with the Oversight Team Children's Area Manager to ensure the safety of all children in the LAC. They are also responsible for the implementation of facility policies, procedures, and techniques that ensure the safety of all children.

Responsibilities

1. Oversee Children's Area Workers and children
2. Implement facility policies, procedures, and techniques to ensure the safety of children
3. Prepare incident and other written reports
4. Consult and communicate with shift leaders and Children's Area Workers concerning the needs of children
5. Coordinate with LAC Manager regarding concerns in the Children's Area
6. Coordinate with Oversight Team Children's Area Manager for supplies, resources, and additional assistance
7. Supervise and account for children
8. Engage children in appropriate activities
9. Oversee daily operations and coordinate with the LAC manager regarding issues
10. Observe and document high-risk needs in children
11. Develop plans and engage children in appropriate activities
12. Give verbal and physical reassurance and provide guidance to children in distress
13. Perform light housekeeping duties to ensure a neat, clean, and orderly environment
14. Assist in the intake and release of children
15. Assess security and hazardous situations or activities
16. Oversee and verify staff procedures in reuniting parents or guardian with children

Activation Phase Actions

- ☐ Notify regular supervisor of LAC work schedule
- ☐ Review position responsibilities and clarify any issues regarding your authority and assignment
- ☐ Sign in and wear the "Children's Area Supervisor" vest
- ☐ Check in with LAC Manager and Oversight Team Children's Area Manager
- ☐ Assist with set up of LAC
- ☐ Verify contact information
- ☐ Determine potential issues for LAC Manager/Oversight Team Children's Area Manager based on the nature, scope and severity of the issue
- ☐ Review Children's Area Policies and Procedures
- ☐ Assess the status of your available resources

Operational Phase Actions

- ☐ Review position responsibilities
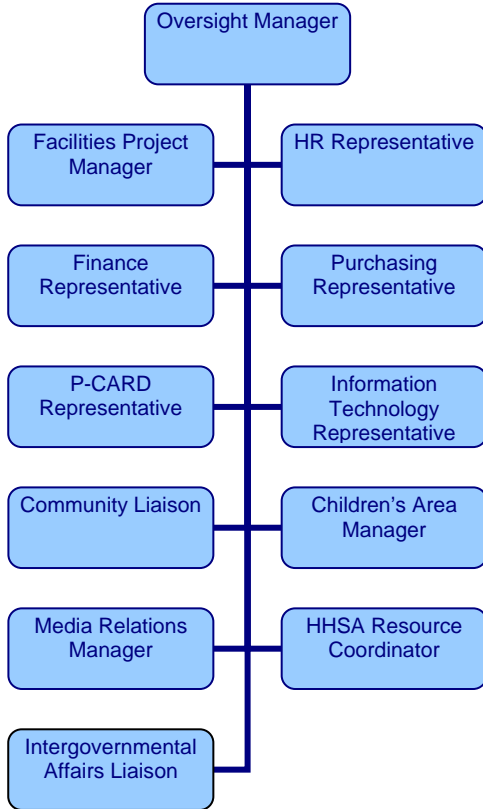- ☐ Attend ongoing situation briefings

☐ Refer media to the Communications Specialist

☐ Report situation status and resource status to the LAC Manager and Children's Area Manager

☐ Advise LAC Manager or Children's Area Manager for issues affecting operations

☐ Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy

☐ Communicate effectively with a variety of individuals representing diverse cultures and backgrounds

☐ Brief your relief at shift change to ensure ongoing activities are identified and follow-up requirements are known

☐ At the end of each shift, sign out and return the vest
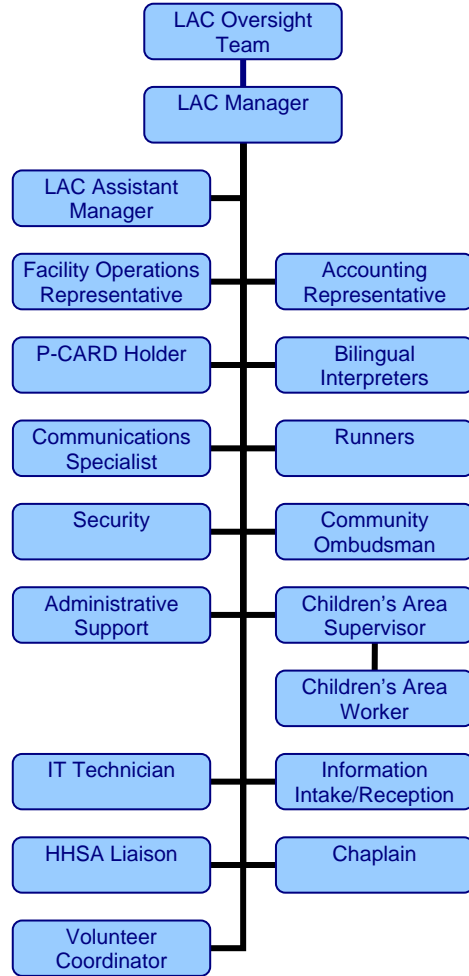
Deactivation Phase Actions

☐ Demobilize when authorized by the LAC Manager

☐ Participate in the Demobilization Plan

☐ Ensure that any open actions are handled by the appropriate person/section or transferred to other LAC elements as appropriate

☐ Ensure that all required forms and reports are completed, return all checked out equipment, and provide all documentation to Administrative Support prior to your release and departure from the LAC

☐ Contact any of your department/agency staff that had been scheduled to work in the LAC and notify them of deactivation

☐ Contact your regular supervisor and notify him/her of deactivation

☐ Leave forwarding information, including cell numbers and email

☐ Sign out and turn in vest

☐ Participate in the LAC After Action Report

Organizational Structure

LAC OVERSIGHT TEAM

Oversight Manager

Facilities Project Manager	HR Representative
Finance Representative	Purchasing Representative
P-CARD Representative	Information Technology Representative
Community Liaison	Children's Area Manager
Media Relations Manager	HHSA Resource Coordinator
Intergovernmental Affairs Liaison	

LAC TEAM

LAC Oversight Team

LAC Manager

LAC Assistant Manager

Facility Operations Representative	Accounting Representative
P-CARD Holder	Bilingual Interpreters
Communications Specialist	Runners
Security	Community Ombudsman
Administrative Support	Children's Area Supervisor
	Children's Area Worker
IT Technician	Information Intake/Reception
HHSA Liaison	Chaplain
Volunteer Coordinator	

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