

Children's Area Workers

Position Description

Children's Area Workers are responsible for supervising children. They also establish and maintain a safe haven for children and provide child care services.

Responsibilities

1. Upon arrival at the LAC, Children's Area Workers are to sign in and check in with the LAC Manager
2. Wear a Children's Area Worker vest
3. Supervise and account for the children
4. Develop plans that engage children in appropriate activities
5. Implement facility policies, procedures, and techniques to ensure the safety of the children
6. Observe and document high risk needs in children
7. Prepare incident and other written reports
8. Give verbal and physical reassurance and provide guidance to children in distress
9. Approach and communicate with Children's Area Supervisor concerning behavior issues and the needs of children
10. Engage in light housekeeping duties to ensure an orderly environment, such as sanitizing toys and surfaces
11. Assist in the intake and release of 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 Workers" vest
- Check in with LAC Manager and Children's Area Supervisor
- Assist with activation and set up of LAC
- Review Children's Area Policies and Procedures
- Verify contact information
- 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 Children's Area Supervisor
- Advise Children's Area Supervisor 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

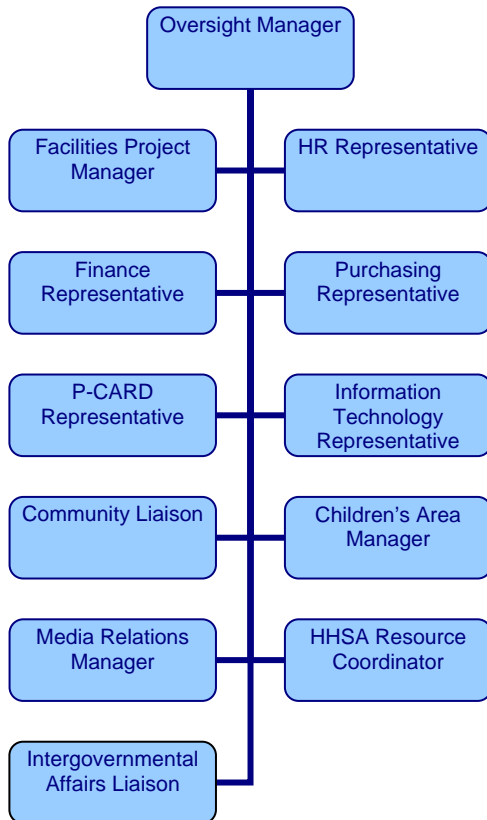
- Brief your relief at shift change to ensure ongoing activities are identified and follow-up requirements are known
- At the end of each shift, sign out and return the vest

Deactivation Phase Actions

- Demobilize when authorized by the LAC Manager
- 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, close out activity logs, return all checked out equipment, and provide all documentation to Administrative Support prior to your release and departure from the LAC
- 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



LAC TEAM

