



A SAFEHOME for Victims of Sexual & Domestic Violence

OPEN POSITION – SHELTER CAREGIVER

ABOUT AGATHA AMANI HOUSE (AAH)

Agatha Amani House (AAH) is a registered charitable trust whose mission is to help women survivors of sexual and domestic violence and their children heal from their trauma and become self-sufficient. This is achieved by providing the survivors with a safe shelter, psychosocial support, basic legal aid assistance, life skills and transitional assistance among others.

KEY ROLES AND RESPONSIBILITIES

The primary purpose of the shelter caregiver will be to monitor the activities of residents of the shelter/center and to ensure compliance with program rules and expectations. Shelter caregiver is also responsible for ensuring the safety of residents and the security and sanitation of the program. The caregiver will help to oversee and to take reasonable action necessary to carry out responsibilities assigned as long as such action does not deviate from established organizational policies and is consistent with program guidelines and sound professional judgment. The Caregiver will have the following duties and responsibilities:

- Responsible for providing a safe, structured environment that meets the needs of the clients while maintaining professional and acceptable boundaries at all times.
- Provides consistent coverage for assigned shifts, working within the team and independently to complete all shift tasks.
- Assist with food pantry logistics.
- Consult with direct supervisor or supervisor on-duty regarding residents' personal needs and behavior.
- Ensure proper supervision and monitoring of the AAH safe shelter while living at the shelter.
- Maintain positive relationships with clients, and management staff.
- Utilize positive behavioral management techniques including verbal redirection.
- Assist residents within limits in processing issues and problem-solving.



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- Monitor all areas of the shelter to ensure compliance with facility rules, policies, procedures, and protocols.
- Hyper-sanitization of all areas in the shelter.
- Address procedural violations with residents to ensure a clear understanding of expectations and to assist resident with achieving compliance.
- Conduct orientation/assist with intake, assign beds and lockers, issue linens/personal supplies and other items to residents entering into the shelter.
- Teach good personal hygiene skills.
- Maintain appropriate boundaries with residents at all times.
- Coordinating the provision of care to the survivors with the Shelter Matron
- The organization of daily evening sharing that included the survivors' weekly challenges and achievements
- Taking care of rabbits: This includes assisting in cleaning and disinfecting, feeding the rabbits with the recommended feeds, and treating
- Taking care of the cows/shed. This includes but not limited to assisting in feeding, milking and cleaning
- Taking care of chicken. This includes assisting in cleaning, disinfecting and feeding
- Taking care of the farm: this includes assisting in the preparation of farm for planting, actual planting, weeding, ensuring proper growth of crops by putting or spraying organic fertilizers and protective hormones to boost crops' growth, harvesting, decomposing manure for the farm and any other farm-related activity that may arise.
- Taking care of the house compound where it is kept clean and well maintained.
- Ensuring safety and security of the above projects including assets and tools entrusted or that happen to be in caregiver's hands when carrying out the duties.
- Delivery of milk to the customers.
- Perform any other duty assigned.



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MINIMUM EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES

- Form 4 certificate (KCSE)
- Minimum of 25 years of age
- Basic computer literacy in emailing and Microsoft office packages.
- Good communicator English, Kiswahili speaker
- People skills: GBV knowledge and ability to deal with people with different issues
- Previous hands-on shelter/school or farming experience will also be an added advantage
- Problem-solving skills
- Certificate of good conduct/or a letter of recommendation from your area chief/priest
- Organizational and time-management skills
- The ability to work under pressure
- Willingness to be outside in all weathers and patience to undertake all sorts of practical, sometimes repetitive jobs
- Self-motivation, with the ability to motivate others
- Be able to endure basic living and working conditions for a duration of time
- Be able to take initiatives and work without supervision
- Be open minded, have self-respect, respect the beneficiaries and the community with whom AAH works.
- Adhere to the internal rules especially time for work, AAH Staff Code of Conduct and security rules.

On how to apply for the position;

Please call 0713482144 in case you are interested in the position.

Deadline for the call: **30th August 2021.**