

Children of the Immaculate Heart Minors' Program at the Refuge

JOB DESCRIPTION

TITLE: Child Care Worker
FLSA STATUS: Non-exempt

SUMMARY

It is the responsibility of the Child Care Worker (CCW) to assist residents with daily scheduling and routines; to provide encouragement and motivation; to facilitate personal development and maturation by modeling mature behavior, appropriate social skills, and problem solving skills; and to implement behavior modification techniques as warranted.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all inclusive.

1. Accountability for residents participating in their daily routines and meeting their daily schedules.
2. Participate with the Intake Process.
3. Assist with the Level System.
4. Facilitate and/or participate in needed "group" sessions.
5. Implement methodologies for resident behavioral change.
6. Implement the daily recreational plan and schedule.
7. Fulfill Advocate role.
8. Assessment of resident's strengths and weaknesses.
9. Assist in establishing initial goals and needs of the residents.
10. Assist with the development of strategies for interventions which are consistent with resident goals.
11. Assist with the development of behavioral goals which increase competency and appropriate behaviors while decreasing incompetencies and inappropriate behaviors.
12. Provide residents with an opportunity to behave in a manner which meets the appropriate expectations and demands of significant individuals in the ecology.
13. Ability to provide effective crisis intervention techniques while remaining calm and in control of the environment.
14. Demonstrate good judgment while administering appropriate discipline to a resident.
15. Use contingency and non-contingency contracts with residents as needed.
16. Use verbal and non-verbal contracts with residents as appropriate.
17. Supervise all activities in the home and when on an outing or field trip.
18. Assist in teaching the development curriculum as assigned by the HM.
19. Transport residents in agency vehicles as necessary.
20. Complete the Communication Log at the end of each shift.
21. Document and complete all incident reports in a timely fashion.
22. Shift supervisor as assigned by the House Manager.
23. Assist with the preparation of resident meals.
24. Light housekeeping tasks – tidiness and resident chore supervision.

PRINCIPLE INTERACTIONS

The primary relationships of the Child Care Worker include: the Residents, the House Manager (HM), the Assistant House Manager (AHM), other CCWs, the teaching staff, and the therapist.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills and abilities required to perform the necessary functions of this position.

- Thorough knowledge of recreation therapy and its applications in a treatment milieu environment.
- Ability to accurately assess physical, cognitive and socio-emotional abilities of individuals and to make appropriate recommendations.
- Knowledge of purposes and functions of community recreation programs and the needs of the therapeutic community.
- Ability to handle stressful or sensitive situations tactfully and diplomatically.
- Demonstrated customer service ability as well as public speaking skills.
- Strong writing and organizational skills.
- Knowledge of proper safety requirements and ability to apply first aid procedures.
- Ability to use financial, database, word processing and publishing software.

EDUCATION and EXPERIENCE

It is required that the position of Child Care Worker shall meet one of the following requirements:

1. A Bachelor of Arts or Sciences Degree.
2. A valid Child Development Teaching Permit.
3. Completed 12 semester units of Early Childhood Education, Adolescent Development, or Foster and Kinship Care Education and have at least 100 hours of experience working with youth.
4. A valid certificate as an Alcohol Counselor, Drug Counselor or Alcohol and Drug Counselor, and have at least 100 hours of experience working with youth.
5. A valid vocational training certificate, credential, or documentation demonstrating that the individual is a trade journey person who instructs children in vocational skills and have at least 100 hours of experience working with youth as a mentor, athletic coach, teacher, vocational coach, tutor, counselor, or other relevant experience determined by the department.
6. Previously been employed as a full time staff or served as a volunteer at a group home, short-term residential therapeutic program, or substance abuse treatment program for at least one year.
7. Relevant life experience in the child welfare, mental health or juvenile justice systems as a consumer, mentor, or caregiver or relevant experience as determined by the department

Experience may be substituted for education. A person not meeting these requirements may be considered as an Apprentice CCW. This status will be explained by the person conducting the job interview.

AUTHORITY LEVEL

Facility shift that is assigned

REPORTS TO

House Manager or Assistant House Manager

LANGUAGE SKILLS

Ability to read, analyze, and interpret general company policies and House Manuals. Ability to write clearly. Ability to effectively present information and respond to questions from youth, other Child Care Workers and staff. Ability to speak Spanish is a benefit.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

A valid driver's license from the state of employment.

First Aid certified or ability to become certified within 2 months of being employed.

Medication administration certified.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job: occasional exposure to uncontrolled physical behaviors of a resident such as screaming, kicking, or throwing objects.