

**Children of the Immaculate Heart
JOB DESCRIPTION**

TITLE: Child Care Worker (CCW)
Overnight Shift (part-time Wednesday – Friday 11pm-7am)
\$15 an hour

FLSA STATUS: Non-exempt

SUMMARY

It is the responsibility of the Overnight Child Care Worker (OCCW) to ensure a safe environment for the residents; to assist residents with evening schedules 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.

- Accountability for residents participating in their evening routines and meeting their bedtime schedules.
- Facilitate and/or participate in needed “group” sessions.
- Implement methodologies for resident behavioral change.
- Assessment of resident’s strengths and weaknesses.
- Provide residents with an opportunity to behave in a manner which meets the appropriate expectations and demands of significant individuals in the ecology.
- Ability to provide effective crisis intervention techniques while remaining calm and in control of the environment.
- Demonstrate good judgment while administering appropriate discipline to a resident.
- Use contingency and non-contingency contracts with residents as needed.
- Use verbal and nonverbal contracts with residents as appropriate.
- Supervise all activities in the home.
- Assist in teaching the development curriculum as assigned by the House Manager (HM).
- Transport residents in agency vehicles as necessary.
- Complete the Communication Log at the end of each shift.
- Document and complete all incident reports in a timely fashion.
- Make hourly phone contact with other OCCWs as security check-in and record in House Log.
- Aid the Teacher Assistant in the morning with resident wake-up and preschool preparation.
- Complete a “Bedroom Check” form throughout shift– make sure all inspections are at random intervals (not to exceed 20 minutes).
- Complete any housekeeping chores assigned by the PM CCW shift.
- On a nightly basis complete Point/Level System calculations and record on both evaluation sheets.

- Do filing assignments made by the HM.
- On a weekly basis make two copies of resident's evaluation sheets – post one copy and place the other copy in the Binder.
- On a weekly basis make new copies of all operating forms.
- Complete assignments outlined by the HM or AHM.
- Other duties as assigned

QUALIFICATIONS

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

- Ability to accurately assess physical, cognitive and social-emotional abilities of individuals and to respond appropriately to all types of situations.
- Ability to handle stressful or sensitive situations tactfully and diplomatically.
- Demonstrated customer service ability.
- Knowledge of proper safety requirements and ability to apply first aid procedures.

EDUCATION and EXPERIENCE

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

- A Bachelor of Arts or Sciences Degree.
- A valid Child Development Teaching Permit.
- 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.
- 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.
- 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.
- 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.
- 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.