

JOB DESCRIPTION

Position:	Child Care Worker
Department:	Direct Care
Exempt Status:	Exempt/Salaried
Immediate Supervisor:	CCW Supervisor/Clinician
Immediate Subordinates:	Residents in Care
Primary Location of Work:	Residents' Homes
"Client":	Residents and their families
Typical workweek:	Twenty and one half (20.5) days on duty followed by nine and one half (9.5) days off duty per month.
Date Prepared/Revised:	December 2006
Approval Authority	Administrator
Reviewing Authority:	Personnel Committee of Board of Directors

Overall Purpose of the Job

The overall purpose of this job is to provide supervision and care to the residents and related support to their families while ensuring that the mission of providing quality services to all clients is conducted according to best practices, Agency policies and procedures, and in accordance with existing laws.

Major Functions for which the Employee has Direct Responsibility.

Priority

% of Time
60%

1. Supervision of Residents/Leadership Counseling

- a. Provides supervision and counseling with clients commencing immediately upon the resident's assignment to the Home addressing such issues as separation anxiety, telephone access, communication with family, client rights, body rights, Home safety and fire exit procedures, Home and campus expectations, school expectations, etc.
- b. Provides supervision and counseling to clients regarding appropriate social behaviors and social skills, providing remediation and re-education in accordance with the program model and the clients' ISP.
- c. Provides supervision and counseling to clients regarding proper health and hygiene habits and encourages them to practice these habits.
- d. Provides supervision and counseling to clients regarding age appropriate sexual conduct.
- e. Counsels residents regarding respect for their Home and respect for other community property.
- f. Counsels clients with regard to their educational potential. Checks residents' homework, attends school conferences and functions and provides appropriate counsel regarding schoolwork.

Priority

% of Time
10%

2. Providing direct Supervision and Leadership to the residents living in the Home.
 - a. Provides a positive role model for the residents in care in their Home and throughout the campus by their actions, behavior, language and dress.
 - b. Monitors and evaluates the progress of the residents with regard to their Individualized Service Plan and other Outcomes Measures.
 - c. Monitors and evaluates the progress of the residents' family members, as appropriate, and as directed by the Individualized Service Plan.
 - d. Provides recommendations to the CCW Supervisor and other members of the care team in an effort to provide the best possible care for the resident.
 - e. Meets with the CCW Supervisor daily throughout the workweek to review client notes and to receive direct supervision.

Priority

% of Time
5%

3. Food Services
 - a. Ensures that good, balanced meals are prepared and provided for the residents in care. Assists in the preparation of the meals and trains and supervises the residents in proper food handling and meal preparation.
 - b. Ensures that meal times are pleasant and that good manners and appropriate behavior are practiced at all meals.
 - c. Instructs and supervises residents in food ordering, pick up, delivery, and storage and assists them in ensuring that these tasks are carried through in a timely manner.
 - d. Completes food service records including milk reports, meal reports, inventories, and other special reports, and ensures that these reports are disposed of properly and in a timely manner.
 - e. Assists the residents and the Food Service Director in developing special, medical doctor-ordered, diets and ensures that these diets are strictly followed.

Priority

% of Time
5%

4. Transportation
 - a. Provides for the transportation needs of the children in their home and coordinates with other CCWs to ensure that the best, most economical use of vehicles is being employed.
 - b. Ensures that the vehicle assigned to their Home is kept in good condition with regard to safety, maintenance, and cleanliness.

Priority

% of Time
5%

5. Functions as an integral part of the Program Team
 - a. Communicates with the CCW Supervisor daily throughout the workweek to ensure that the program of care is being followed and that the Agency and state regulations are being adhered to both in spirit and intent.
 - b. Communicates with the CCW Supervisor regularly to ensure that the residents' Individual Service Plans are being followed and that the goals are being met in the most proficient manner.
 - c. Participates as needed on Admissions and Discharges Committee for resident applicants being considered for their Home and current residents.
 - d. Participates as needed on Continuous Quality Improvement/Risk Management Committees.
 - e. Communicates and coordinates effectively and in a positive manner with all other members of the team through Team Meetings, change-overs, and direct face-to-face cooperation.

Priority

% of Time
5%

6. Serves as an ambassadorial representative of the Agency to the community.
 - a. Provides direct supervision to residents during on and off campus activities sponsored by community business, civic, or religious groups.
 - b. Participates as a representative of the Agency by being an active member of various community social services committees and school committees and such other committees as related to the Children's & Family Services Assoc. NC, Association of Child & Youth Care Workers, Child Welfare League of America, Prevent Child Abuse local chapter, etc.
 - c. Participates as needed as a representative of the Agency by giving campus tours to various visitors to our campus.

Priority

% of Time
5%

7. Housekeeping Duties
 - a. Ensures that the Home is kept in a clean, neat safe, and livable condition; that it meets or exceeds safety and security standards as set by agency procedures and state and county regulations; and, that maintenance is addressed promptly.
 - b. Provides first echelon maintenance such as changing light bulbs, cleaning furnace filters, mowing the lawns and trimming around the Home, etc.

Priority

% of Time
5%

8. Professional development
 - a. Takes steps to ensure that their knowledge base in the field of professional residential child care is current and broad.

- b. Attends all regularly scheduled pre-service and in-service training and shares in the responsibility of teaching professional courses during pre-service/orientation training. In-service training, and training on procedures and policies of the Agency.

Person Specification

Position:
Department:

Child Care Worker
Direct Care

Prerequisite Qualification, Education, Experience, or Certification:

The person occupying this position must possess a High School Diploma or GED Equivalent. It is the goal of the Agency to have all of its direct care providers certified through a national certification process. All employees shall be required to actively pursue an agency-approved national certification within their first year of employment. A valid North Carolina Drivers License is required.

Major Function or Responsibility

Required Qualification, Education or Certification

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|---|---|
| 1. Supervision & Leadership Counseling Duties | Pre-service & in-service training in STEP |
| 2. Providing direct supervision and leadership to the residents living in the employee's campus Home. | Pre-service & in-service training & thorough knowledge of program model, policies and procedures. |
| 3. Food Services | In-service training in food handling & food preparation. |
| 4. Transportation | Valid North Carolina Driver's license and annual defensive driving course. No violations regarding reckless driving, driving under the influence of drugs or alcohol, reckless endangerment, or death by vehicle. |
| 5. Housekeeping | Pre-service & in-service training. |
| 6. Functions as an integral part of the Program Team | Pre-service & in-service training. |
| 7. Serves as a ambassadorial representative of the Agency to the community. | Willingness to do the task and a good positive attitude regarding the profession and the Agency. |
| 8. Professional Development professionally | Willingness to advance personally and
and to advance the field of residential child care.
National Certification within one year of employment. |

Employee's Signature

Date

Supervisor's Signature

Date

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