

Children of the Immaculate Heart Minors' Program at the Refuge

JOB DESCRIPTION

TITLE: Child Care Worker (CCW) - Overnight
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.

KEY PERFORMANCE INDICATORS

Lights out system is followed – lights out, cell phones turned, and youth in own rooms in by 10pm.
Completing night shift task list every shift.
Documentation submitted by the end of each shift – shift change reports, temperature checks, incident reports, and case notes.
Weekly meeting with Supervisor.

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

21. On a weekly basis make two copies of resident's evaluation sheets – post one copy and place the other copy in the Binder.
22. On a weekly basis make new copies of all blank operating forms.
23. Complete assignments outlined by the HM or AHM.

PRINCIPLE INTERACTIONS

The primary relationships of the Overnight Child Care Worker includes: the Youth, the HM, the AHM, other CCWs and the Teacher Assistant.

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 socio-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:

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 or other languages 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.

CERTIFICATES, LICENSES, REGISTRATIONS

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

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

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 encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to uncontrolled physical behaviors such as screaming, kicking or throwing objects. The noise level in the work environment is usually normal.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.