

**Promesa Behavioral Health**  
Job Description

**Child Care Worker I**

Reports to: Residential Administrator  
Classification: Non-Exempt  
Prepared By: Human Resource Director

Preparation Date: January 10, 2004  
Approval Date: March 17, 2004  
Approved By: Director of Programs  
Revision Date: September 10, 2009

**JOB SUMMARY:**

Provides supervision, protection and care of the residents individually and in groups at all times.

**ESSENTIAL FUNCTIONS:**

1. Maintains a good attendance record to ensure that required services are provided to clients on a continuous basis.
2. Provides care and supervision to each child in residence according to standards set forth by Community Care Licensing.
3. Provides instruction to residents regarding desirable social, interpersonal and communication skills, as well as guidance on health and personal habits.
4. Teaches residents self-help skills and participates in the following areas: food preparation, cooking, house cleaning, laundering and yard work.
5. Assists residents with school and homework assignments.
6. Plans, leads, supervises and participates in recreational activities and games with the residents.
7. Provides assistance in handling individual problems and teaches skills needed to get along well in the group setting.
8. Administers discipline and sets limits for behavior.
9. Dispenses medication, recognizes residents medical needs, and administers first aid treatment as needed.
10. Performs daily, weekly and monthly quality assurance system checks.
11. Reads dailies, staff communications, training memos and calendars, employee communications/ memos, and other relevant information.
12. Exhibits knowledge of and follows Title 22 regulations, Agency Program Statement and Agency Employee Handbook.
13. Participates in youth forums in-service training.
14. Under the direction of the Residential Therapist, counsels or provides guidance to assist residents' in meeting their
15. individual therapeutic goals.
16. Transports residents and escorts them to designated appointments and activities within Fresno and outlying counties.
17. May act as a liaison to residents authorized representatives, community representatives, school personnel, law enforcement personnel and others as needed.
18. Responsible for safeguarding and maintaining accurate client and facility cash resources and receipts.
19. Makes notation on resident's progress and logs this information in the daily narratives. Identifies the possible need for
20. professional services and communicates the information to the Residential Therapist.
21. Notifies Residential Administrator of any crisis situation or potential crisis situation by cell phone.
22. Monitors maintenance needs of the residence and vehicles. Reports any deficiencies to the Program Manager for correction. Performs minor maintenance functions to residence and vehicles as required.
23. Completes intake and discharge information on clients and takes inventory of client clothing, household linen and other supplies.
24. Employees assigned to the pregnant and parenting teen facility will attend to the infant's needs in the absence of the mother.
25. Meets Agency training requirements.
26. Attends mandatory house meetings.
27. Must provide flexibility with the ability to work at any facility and on a flexible schedule as Agency needs dictate.

***Additional Responsibilities of Overnight Shifts***

28. Maintain the "awake staff" policy.
29. Make room checks of all clients on an average of 15-minute increments. Staggered interval checks throughout the night.
30. Clock in and out every 15 minutes.
31. Complete administrative/office work, clean the house, address maintenance issues, complete clients laundry, and prepare meals for clients and staff.
32. Transport clients to school or other destinations as needed.
33. Dispense medications on time and document appropriate medication logs.

- 34. Ensure clients are awakened with adequate time to complete the morning chores, eat their breakfast, and get to school on
- 35. time. Also, ensure clients are dressed appropriately prior to departing for school.

**SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities.

**EDUCATION and/or EXPERIENCE:**

Child care staff must meet one of the following minimum qualifications prior to employment: One year of full-time experience, or its equivalent, working with the client group to be served. Experience shall be verified as having been performed as a paid or volunteer staff person whose duties required direct supervision and care of the client group served, or completion with a passing grade, from an accredited or approved college or university, or 15 college semester or equivalent quarter units in behavior science; 9 units of which must be in courses relating to children with behavioral problems which may be the result of abuse, neglect, or emotional trauma. The courses may include, but are not limited to curriculums in Corrections, Psychology, Social Work or social welfare.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees or residents in the agency.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Within 30 days of hire, obtain certification in CPR and 1<sup>st</sup> Aid. Within 90 days of hire, obtain certification in PART and Water Safety (if hired during summer months). Upon expiration, employee must renew CPR, First Aid, PART, and Water Safety. Must maintain valid California Drivers License and current automobile insurance throughout course of employment.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; and use hands to finger, handle, or feel. The employee is frequently required to stand; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 50 pounds. The employee is required to be certified in Physical Assault Response Training in order to intervene in physical altercations with residents if necessary. Specific vision abilities required by this job include close vision, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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 toxic or caustic chemicals. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate, however, may be loud occasionally. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ACKNOWLEDGMENT:**

I have reviewed and understand the above Job Description and believe it to be accurate and complete. I certify that I am fully capable of completing all of the responsibilities documented herein and I do not have physical or mental disability that would jeopardize the health and or safety of my co-workers or clients.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date