

CCAR INDUSTRIES

JOB DESCRIPTION

JOB TITLE: Child Care Worker

DEPARTMENT: 24-Hour Residential Services

FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

This position is responsible for assisting children residing in CCAR Industries Children's Group Homes and/or children in home-based programs to successfully maintain themselves in their residence. This position is also responsible for assisting the children to increase their communication skills, independent living skills and appropriate integration into the community. This job description applies to full-time, part-time, and substitute Child Care Workers.

DUTIES AND RESPONSIBILITIES:

1. Provide basic child care services to individuals residing in the children's group homes.
2. Be aware of and follow Agency, Residential Services, and Group Home Policies and Procedures.
3. Comply with the Agency's Driver's License and Auto Insurance policy.
4. Establish a rapport, gain the confidence of and maintain ongoing, regular contacts with the individuals served.
5. Child Care Workers assigned to work any shift at the children's group home must be with the individuals residing at that site at all times.
6. In the event of an emergency, the Child Care Worker must call for additional support from the Supervisor on call, then from the Director pager.
7. Ensure there is adequate staff shift coverage provided if absenteeism occurs. Child Care Workers are required to remain at the work site until properly relieved.
8. Child Care Workers must maintain communication with one another from shift to shift regarding the individuals receiving services. This will be accomplished through each staff contributing to and reviewing the log book during each and all shifts.
9. Child Care Workers in conjunction with the QMRP or Case Manager and other members of the community support team will generate programmatic and behavioral goals for the children's individual services plan.

10. Assist in the development, design and maintenance of equipment required for operation of goals relative to the individual services plan.
11. Assist individuals working on their goals as specified in the individual services plan.
12. Follow the advice and directions of the Group Home/House Manager to ensure consistency in the completion of goal work and/or behavioral intervention strategies and use of techniques.
13. Maintain an awareness of individual service plans of each individual at the work site as well as keeping aware of informational changes in individual's files.
14. Perform standard paperwork processes as required including documentation of an individual's progress related to goal notes and behavior charts. All work must be completed in a timely fashion.
15. Attend staff meetings, community support team meeting and/or parent meetings as assigned and provide appropriate input.
16. Assist in completion of fire drills, tornado drills, severe weather and other drills as required.
17. Attend and participate in training sessions and in-services to increase knowledge and the effectiveness of working with the individuals served.
18. Maintain professional behavior/attitude while on duty as a CCAR Industries employee. Staff will not exhibit or engage in behaviors while on duty that would reflect a negative image of the individuals being served, the group home or CCAR Industries.
19. Maintain current certification in CPR, First Aid and CPI and provide as necessary. Complete incident/accident reports when witnessed and submit the written report to their supervisor for review. Keep aware and follow all health and safety related procedures and policies as they relate to their job position. Specifically, complete all assigned sanitation activities when scheduled. Complete all assigned in-service training related to health and safety issues. Complete all scheduled emergency drills as assigned and produce minutes to submit to their supervisor. Provide active supervision to the consumers own self - medication goals and document the results as necessary.
20. The employee will continue to upgrade job skills as required through changing regulations, populations served, or other variables affecting the nature of the position.
21. Perform other related job duties as assigned or required.

WORK BEHAVIOR RESPONSIBILITIES:

1. Presents a positive image of CCAR Industries at all times.
2. Demonstrates teamwork philosophy by working cooperatively with others within and outside of the department.
3. Communicates in a clear and concise manner, while also demonstrating receptivity through active listening.
4. Continuously seeks opportunities for improvement and suggests ways in which procedures/systems may be modified to accomplish tasks/goals efficiently and effectively.
5. Identifies and performs work which has not been specifically assigned, as needed.
6. Keep a current Illinois Driver's License and have the ability to safely operate agency vehicles.

ESSENTIAL PHYSICAL REQUIREMENTS:

1. Ability to sit for extended periods of time.
2. Ability to pick up objects with fingers, regularly.
3. Ability to use hands and arms to reach for objects.
4. Vision at 20 feet or more, with or without corrective lenses.
5. Ability to have color determination.
6. Ability to distinguish odors.
7. Ability to communicate ideas by the spoken word.
8. Ability to comprehend the language or the nature of sounds in the air.
9. Ability to bend forward by bending at the waist, legs or spine.
10. Ability to carry objects up to 50 lbs. with hands or on shoulders when necessary.
11. Capable of exerting force by pushing or pulling when necessary.
12. Capable of raising and lowering objects from one level to another up to 50 lbs.
13. Capable of standing on feet for continuous periods of time.
14. Capable of walking considerable distances when necessary.
15. Ability to work in a confined space or to crawl and move about on hands and knees.

ESSENTIAL MENTAL REQUIREMENTS:

1. Ability to learn and comprehend basic instructions to the job.
2. Ability to coordinate eyes, hands, and fingers rapidly and accurately.
3. Ability to coordinate eyes, hands, and feet in response to visual stimuli.
4. Ability to understand the meanings of words and respond effectively.
5. Ability to perform basic arithmetic accurately and quickly.

WORKPLACE ENVIRONMENTAL CONDITIONS:

Employee may be exposed to constant or intermittent sounds at a level sufficient to cause hearing loss or fatigue. Employee may be exposed to workplace hazards more frequently than normal. Employee may be exposed to viruses and contagious conditions on occasion therefore need to use universal precautions. Employee may be exposed to the hazards and potential injuries of the road.

QUALIFICATIONS:

The Child Care Worker Staff must have completed high school (or have a G.E.D.); demonstrate emotional stability in terms of the ability to make sound judgements; provide appropriate client services; be able to supervise individuals unassisted by other staff; and be at least 21 years of age. Previous experience with children with disabilities is preferred. Must have a valid Illinois driver's license.

IMMEDIATE SUPERVISOR: House Manager

SUBORDINATES: N/A

EMPLOYEE ACKNOWLEDGEMENT:

I have read and/or received a copy of my job descriptions and understand the principle duties and responsibilities, physical requirements and working conditions of the job.

Employee Signature

Date

Reviewed: 07/07/2006