

JOB DESCRIPTION

Job Title: Childcare Worker Level One

Department: Line

Location: Attention

FLSA Status: Non-Exempt

Reports To: Attention Program Manager

Effective Date: December 2018

Updated: 02/13/03, 02/28/04, 08/24/05, 08/10/06, 02/17/11, 02/12/15, 03/18/15,
10/08/18, 12/17/22, 06/07/24

JOB SUMMARY

Responsible for the direct supervision, safety and welfare of all youths in the Attention Home program. Administers the Attention Home program as outlined in the Operations Manual. Follows each youth's treatment plan and the daily schedule according to the operation manual. CCW 1 has authority over volunteers and interns and should express those concerns to CCW 2. Performs all required duties and record keeping and exhibits the professional demeanor expected of a residential youth care worker.

DUTIES AND RESPONSIBILITIES

Safety and Welfare

- A. Physical Head Counts: All residents must be accounted for at all times. This will require knowing the location of those residents for whom you are responsible for and for reporting such information in the shift log. This includes, but is not limited to, when in their rooms, leaving and returning from greenhouse, cafeteria, etc.
- B. Security Checks: Must ensure alarm is on and functional. Make periodic security checks throughout your shift to ensure that all areas of the building are properly secured. Conduct security checks of the building at shift change.
- C. Inspections: Perform at least one room search daily. Purpose of the inspection is to look for contraband, weapons, and unauthorized items and to ensure resident's room has been properly cleaned. Conducts body and personal searches following visitation, home passes, field trips, etc. or anytime there is a reasonable suspicion that a resident may be in possession of an unauthorized object.
- D. General Security: Conduct constant monitoring of your immediate area to detect tools, equipment, keys, toxic materials, etc. that need to be properly stored.

DUTIES AND RESONSIBILITIES (cont'd) (ATTN-CC WORKER LEVEL ONE)

Orientation of Residents

Receive new residents upon intake and be responsible for supervising these residents through the orientation and familiarization of the program and program rules. Be responsible for, but not limited to:

1. Completing all required intake documentation (e.g. property inventory, questionnaires, intake packet)
2. Head check for lice/nits
3. Providing residents with bed linens and, if needed, personal hygiene items

Childcare Duties

- ❖ Assists teacher in the classroom with supervision, behavior management, and orderly movements of the residents.
- ❖ Instructs residents in Basic Living Skills (personal hygiene, laundry, housekeeping, behavior education, healthy lifestyle, money managements, meal preparation, shopping, and using public transportation).
- ❖ Directly supervises recreation activities, and special activities such as assemblies, religious services, and facility tours.
- ❖ Maintains building, building grounds, and resident security.
- ❖ Responsible for and supervision of residents housekeeping, room and chores, and laundry duties being completed in compliance with health and fire standards.
- ❖ Plans and conducts approved group activities, competitions, discussions, and presentations with residents.
- ❖ Communicates by telephone and in person with law enforcement officials, probation officers, parents, and the public. Documents any information from these communications.
- ❖ Inventories prescription medications and administers both over – the – counter and prescription medications. Documents these in accordance with DYS Licensing Standards, CVYS Policy, and Attention Home Procedures.
- ❖ Counsels residents with behavioral, personal, and medical problems, and arranges proper contact with or referrals to the program manager, counselor, or nurse as needed.
- ❖ Directly supervises interns and volunteers.
- ❖ Performs facility inspections in all secure areas and report areas needing attention to supervisor or maintenance personnel.
- ❖ Assist in sick call.
- ❖ Assist Program Manager with training new employees.
- ❖ Transporting residents when necessary.
- ❖ Assume responsibility for a shift in the absence of a CCW 2.
- ❖ Assists with volunteer opportunities such as: SKGC, UCP, soup bowl, and the Master Gardner Program.

DUTIES AND RESONSIBILITIES (cont'd) (ATTN-CC WORKER LEVEL ONE)

- ❖ Will oversee and take responsibility for the greenhouse plants.
- ❖ Other duties as assigned by CCW 3, CCW 2 or the Program Manager.

Record Keeping and Documentation

Maintaining accurate and proper information in various forms and reports will be critical in terms of liability, protection, accountability, and program effectiveness. It is therefore imperative that attention be given to providing accurate and complete in all reports, forms, shift logs, etc.

Records to be kept include, but are not limited to, intake pacts, shift logs, incident reports, youth progress reports and Basic Living Skills records.

Demeanor

Due to the nature of this program each member of the Attention Home staff is expected to exhibit a professional attitude at all times while in the Attention Home or out in the community. This includes arriving for duty promptly, communicating effectively with other staff, being concerned with the safety and welfare of residents and staff, working in a positive, cooperative manner, having control of your emotions at all times and fairly dividing daily job responsibilities between each other. Staff will treat each other and residents respectfully. Staff will observe the legal and ethical guidelines concerning confidentiality of resident information and records. At no time will a Child Care Worker curse or use profane language when addressing residents or fellow staff, nor will abusive or demeaning language be tolerated.

Boys' Town Model Concepts

Staff will learn and use the Boys' Town model concepts and techniques in everyday situations at the Attention Home.

QUALIFICATIONS

Knowledge, Skills, and Abilities

Working knowledge of Residents' Manual, Operations Manual, and personnel policies. Must obtain certification in CPR and First Aid by the American Red Cross, and Use of Force, within six months probationary period. Have a working knowledge of behavior modification. Gain knowledge, implementation and understand the importance of suicide prevention and crisis intervention techniques. Be able to read, write, have basic computer skills/knowledge, and communicate well enough to give and receive instructions.

Physical Characteristics

See well enough to read all written material. Hear well enough to communicate on the phone and carry on a normal conversation. Speak well enough to give clear instructions

QUALIFICATIONS (cont'd)**(ATTN-CC WORKER LEVEL ONE)**

to residents. Have the body mobility to move about in the Attention Home and to supervise residents on outings and volunteer projects. Be able to defend oneself and others in a physical confrontation.

Credentials

Be at least 21 years of age. Possess a high school degree or G.E.D. certificate. Prefer college – level course work in Psychology, Sociology, Corrections or related field.

Special Requirements

Be able to work irregular hours. Be able to attend training activities including, staff meetings, CPR training, Use of Force training, suicide and crisis intervention training. Must possess a current Alabama driver's license and be willing to drive as duties require. Must be insurable by Coosa Valley Youth Services' insurance carrier without a surcharge. Must meet and maintain Child Care Worker dress and appearance standards.

EMPLOYEE STATEMENT

I have read the job description for the position of Child Care Worker One and understand the duties and responsibilities assigned to this position.

Initials: _____

Is there anything that would keep you from performing any of the duties and responsibilities as listed in this job description?

Yes _____

No _____

If Yes, to what extent would you be unable to satisfactorily perform your job?

I certify that I have never been charged with or convicted of a sex offense or a criminal charge related to child abuse.

Initials: _____

I understand that my employment with Coosa Valley Youth Services is subject to the personnel policies and procedures as adopted by the Board of Directors or by any action taken by the Board of Directors.

Employee Signature: _____

Date: _____