



EMPLOYEE JOB DESCRIPTION

Position: Child Care Worker Trainee
Reports To: Cottage Supervisor
FLSA: Regular, Non-Exempt

Mission Statement

Chamberlain's Children Center empowers at-risk children in a home-like environment to heal from past trauma, discover their strengths, and develop the skills they need to achieve life-long success.

Scope: Direct care of children and/or adolescents in placement with a wide range of responsibility for program activities, child supervision and safety. Due to the life experiences and trauma histories that our residents bring to their placement here, the Child Care Worker I must not only provide adequate safety and supervision, but must actively engage in the process of building relationships. They must demonstrate an understanding of problem solving as a part of a team and must offer energy, safety and commitment in their work with our residents through genuine, caring and empathic engagement. The programs support family treatment and involvement by providing facilitation, supervision, and support for visits and family connections with parents, relatives and other significant people in the lives of our youth.

Essential Functions

1. Completes all Child Care Worker certification classes and training
2. Provides a safe, nurturing, caring atmosphere for youth who reside in the homes.
3. Works within program policy and guidelines to provide program services.
4. Demonstrates an understanding of child development relevant to the age group of the home worked in, demonstrates an understanding of the actual developmental levels of youth in the home, and intervenes to promote development and adjusts expectations by taking into account developmental understanding.
5. Demonstrates an understanding of the importance of family/kinship connections to youth in our homes and supports those connections by welcoming parents, relatives, and caregivers on visits and facilitating planned contacts with families in the program, the community, and the family/relative home.
6. Demonstrates an ability to form and maintain positive, nurturing relationships with youth by building trust and supporting competencies through interest and active engagement.
7. Demonstrates the ability to teach and support the learning of a broad range of skills including those related to: emotional regulation, age appropriate activities and competencies, and living in a

home-like setting. Helps plan and actively participates in activities to support and increase skills and competencies.

8. Demonstrates an empathic understanding of complex trauma and its effects on youth; incorporates that understanding in interactions with youth.
9. Demonstrates an awareness of the physical and emotional environment by contributing to the home being a place that is emotionally and physically safe, nurturing, appropriately engaging and stimulating, which fosters growth and resilience.
10. Support routines of youth through assisting and supervising wake-up, bedtime, personal care routines, completion of chores and laundry, recreational activities, homework supervision and assistance.
11. Work as part of a team to identify the needs of youth in care and strategies to meet those needs. Implement identified strategies for youth to insure needs are met.
12. Ensures safe and effective provision of medications and other health related services
13. Prepare meals as assigned per food program standards.
14. Provide safe transportation of youth as assigned.
15. Demonstrates care for program facilities and equipment: organizing, cleaning, sanitizing. Completes household tasks and duties as assigned, or as needed, to promote a clean, safe, and comfortable environment.
16. Maintain department related documentation including: staff duty sheets, food program, maintenance requests, health and medication related, visitation, phone calls, behavior incidents and general observation of youth and assessment of their skills, behavior, and moods in an objective and professional manner.
17. Demonstrate knowledge of and role in individual youth treatment plans, including youth behavioral goals, and identified intervention strategies.
18. Attend and actively participate in staff meetings and required trainings as scheduled.
19. Performs other duties as assigned by supervisory staff.

Physical Demands

Standing: Frequently and for extended periods of time

Sitting: Occasional to frequent

Walking: Occasionally and frequently on uneven ground

Bending, squatting, climbing, crouching, kneeling, crawling, twisting, grasping, pushing and pulling, reaching above and below shoulder level: Occasionally

Driving: Occasionally

Physical Intervention: Occasional to frequent Lifting: Able to lift 50-100 pounds

Minimum Requirements

- At least 21 years of age, free of communicable tuberculosis, cleared by a physician to perform the duties of the job.
- Ability to successfully complete employer provided training and be certified in CPI, First Aid/CPR
- Must be available to work flexible hours including evenings and weekends
- Must have a clear State of California Driver's License and the ability to pass a 3-tier background clearance (Community Care Licensing, DOJ, and FBI)
- Child Care Worker Trainee shall meet one of the following qualifications:
 - 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 journeyman 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 as determined by the Program Director.
 - 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 other relevant experience as determined by the department
- **Knowledge, Skills and Abilities:**
 1. Possess capacity to interact with youth and families from a wide range of cultural and socio-economic backgrounds
 2. Knowledge and understanding of the needs of children served in a children's residential setting.
 3. Skills and ability to provide consistency and behavioral limits through relationship-based interventions.
 4. Ability to physically hold and/or restrain children, following "Crisis Prevention and Intervention" Principles & Techniques
 5. Ability to physically move children (50-100 lbs)
 6. Ability to communicate verbally, in supervision, meetings, and with members of the team
 7. Demonstrated written proficiency
 8. Skills to communicate effectively with the ability to solve problems in a collaborative manner.
 9. Demonstrated experience, commitment and competence working with emotionally disturbed children
 10. Ability to develop, cultivate and adapt to the diverse cultural backgrounds of our clients

Compensation

Starting at \$11.00 to \$11.75 hourly rate; dependent on qualifications

Conditions of Employment

CCC is an Equal Opportunity Employer and herein reiterates its policy of Equal Opportunity for all qualified individuals without distinction or discrimination because of race, color, religion, national origin, age, sex, marital status, citizenship, disability, veteran status, political affiliation or belief.

The Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of employees so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the Agency.

Statement of Understanding

I have received a copy of this position guide and understand that if I have any questions about my job functions or conditions of employment listed above, I may discuss them with my supervisor.

Employee Printed Name Signature Date

Supervisor Printed Name Signature Date