



The Children's Place

A S S O C I A T I O N

Job Description

Job Title: Childcare Worker
Department: Health and Nursing Services - Residence
Reports To: Residential Nurse
FLSA Status: Non-Exempt
Approved: _____, President/CEO
Revised: 02/09

SUMMARY

The Childcare Worker provides around the clock care, supervision and support to the children who are residents of the group home. In addition, the Childcare Workers will also drive the clients and provide transportation to medical appointments and/or school. CCW will also assist with medical treatments as established by the child's Primary Care Physicians, Medical Director, Associate Nursing Supervisor, and Nurses. Childcare Worker also prepares nutritious meals for resident children/infants and ensures that the facility is safe and maintained in a clean and orderly manner.

This position requires a candidate to have a Current Valid Drivers License. The candidate must be ready, willing and able to drive to the hospital when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties and Special Projects may be assigned as necessary.

- Provides for the physical well-being of the children, including feeding, clothing, and bathing them, and diapering or toileting them or providing age-appropriate supervision of same as needed. This may necessitate wiping down areas with antibacterial soaps, doing the children's laundry and/or preparing meals.
- Provides for the emotional well-being of the children through the above activities and through talk and play. Observes and comes to understand the meaning of the children's behaviors through participation in on-going staff training and consultations with senior staff.
- Prepares written shift notes in appropriate format on a daily basis to document delivery of services.
- Ensures that the living environment is always safe and clean. Adheres to the list of duties regarding specific tasks and assignments as it is developed and updated.
- Assists the team in developing and implementing the daily living program and in revising it as the needs of the children change. This includes maintaining knowledge of the duties of each shift.

- Understands agency policy and procedures and state and federal regulations and adhering to them.
- Promotes the development of the relationship between the child and parent or foster parent.
- Assists volunteers in understanding and adhering to agency policies and procedures, and understanding and addressing the needs of the children.
- Attends and participates in team meetings and continuing education.
- Informs supervisory personnel of actual or potential problems regarding the children, facility, or any other aspect of the program. Works as part of a team by playing an integral and vital role in the program.
- Seeks support from and offering support to co-workers and managers as appropriate.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

No supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER EXPECTATIONS

Employee shall respect the diversity of all individuals (e.g., clients, co-workers, stakeholders) and refrain from any form of discrimination and/or harassment based on religious, marital, ethnic, racial, gender, sexual orientation or other differences. Employees share the responsibility of creating and maintaining a welcoming and supportive work environment.

EDUCATION

- Must be at least 21 years of age.
- Must be a high school graduate.
- Must meet Medicaid and DCFS standards.
- Licensed or currently working towards a license as a Certified Nursing Assistant preferred.
- Bilingual preferred.

EXPERIENCE

Demonstrated experience with young children. Experience with medically complex children preferred. Ability to be flexible and work different shifts preferred. Enthusiastic about working with children and adults.

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

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; crawl or crouch; stoop; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee must be able to lift and/or move up to 50 pounds in course of his/her normal work shift.

Specific vision abilities required for this job includes close vision, distance vision, and color vision.

MENTAL/REASONING REQUIREMENTS

Mental requirements of this job as it is typically performed may include: basic reading and writing skills, basic math skills; analysis and comprehension skills; and judgment and decision making skills.

WORK ENVIRONMENT

The work environment described here is representative of that an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. As appropriate to the job, the work environment may include any or all of the following: shift work; working alone; working with others, verbal contact with others and face-to-face contact; working inside.

LANGUAGE SKILLS

Employee must have the ability to read and comprehend simple instructions, short correspondence and memos. Must also be able to write simple correspondence and reports (shift notes). Must be able to effectively communicate verbally in small group situations with clients and other employees.

MATHEMATICAL SKILLS

Employee must have the ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

REASONING ABILITY

Employee must be able to apply common sense understanding to carrying out instructions furnished in written, oral or diagram form. Must have the ability to deal with problems involving several concrete variables in standardized situations.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

ACKNOWLEDGMENT OF RECEIPT OF JOB DESCRIPTION

The undersigned hereby confirms that he/she has received a copy of the preceding job description. The undersigned confirms that he/she has read this job description, understands it, and is able to perform the essential functions of the position.

Employee

Date