

Job Description Child Care Worker

Reports To: Lead Child Care Worker

Responsible For: Ensuring the safety, security and supervision of children at all times during your shift. Knowledge, and understanding of Agency philosophy and mission and representing these to all Agency personnel, outside sources and children. Presenting yourself as a professional, responsible and appropriate adult role model for children in our care.

1. Responsible to supervise children at all times according to agency policy and procedure, to ensure their safety, and security.
2. Be responsible to know what shifts to which you are assigned each week, sign in and out as per policy, arrive for work on time as scheduled.
3. Know and understand agency structure, rules and procedures and to implement these as per policy.
4. Prepare for each shift by communicating with co-workers, reading logs and client files; know client goals and the plan for assisting them to achieve their goals.
5. Do a facility security check and population count with the outgoing staff.
6. Communicate on a consistent basis with co-workers to ensure that children are supervised at all times and that the daily schedule is followed and rules are consistently enforced.
7. Document clearly and legibly in the shift log, client file and via incident reports all relevant information regarding situations, incidents and children's behaviors on your shift (positive and negative). Document any follow up which may need to be done by the next shift.
8. Ensure that all chores are properly completed as per the daily chore list.
9. Be aware of your shift assignments as designated by the Lead Child Care Worker and complete these prior to leaving your shift.
10. Facilitate group counseling and dialogue and interact with children as per their treatment plan and goals.
11. Answer phones in a polite and professional manner, maintain confidentiality at all times, and take messages as needed to include the name of the caller, the date and time of the call and the message. Place all messages in the designated area.
12. All paperwork for intakes and departures is to be completed as assigned by the Lead Child Care Worker.
13. Follow all mandatory requirements for the reporting of suspected child abuse as per Title 22.
14. All paperwork must be completed before the end of the shift. Refer to the Policy and Procedure Manual for all forms that need to be completed and for information as how to complete these forms properly.
15. Place names of all new intakes along with pertinent information on the population board. This is to include medication, client status (ward of the court, CPS), appointments etc. Erase names of departing clients and complete paperwork as assigned.

16. Before lights are out, make sure that all bedroom windows are shut and blinds are closed. Bedroom doors are to remain open at all times unless a client is changing; staff are to remain outside the door and notify youth they will be entering after 5 minutes.
17. Bed checks are to be done every 10 to 15 minutes and the routine for bed checks is to be random.
18. Make sure the house is clean, paperwork is complete, and all other pertinent information is passed on and documented for the next shift. Examples: Clients on pass; possible intakes or departures to include the person transporting); visitors; special instructions on clients such as suicide watch; clients on medication; behavioral problems.
19. Attend all staff meetings (last Tuesday of every month).
20. Complete all donation forms and file as per policy.
21. All client personal belongings are to be inventoried and properly secured with their name and date of entry. (Exiting clients are to check their inventory and sign the appropriate form indicating that they have received all of their belongings.).
22. Laundry is to be completed as assigned

Child Care Workers are not to leave their shift until their relief has arrived unless given permission to do so by the Lead Counselor or Shelter Director.

Ensuring the safety and security of children in our care is always our primary responsibility. This means line of sight supervision and being within earshot of children as well. Children should not be in any area of the facility (in or outside) without staff supervision.

Operation SafeHouse is an Equal Opportunity Employer. Employment is based on experience, training, and ability to work without regard to sex, sexual orientation, race, religion, creed, color, national origin, marital status, age physical, mental or sensory disability.

Pay scale up to \$10.00 an hour.

Please email resume to Ann Miller at amiller@operationsafehouse.org