

Child Care Worker

(Includes I, II , Sr. & ANS, Child Care Worker Intern-Volunteer and Work Study)

A. REQUIREMENTS FOR A CHILD CARE WORKER I PT or FT,ANS (Entry level):

1. Good moral character, reliable, mature and conscientious;
2. 3 months experience with children in a residential care setting or related experience in foster care, day care, special education, counseling or camp counselor (must be verifiable); and 30 units of post High School semester credits (verifiable by transcript).
3. Able to communicate in English verbally and in writing;
4. 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 regularly required to talk or hear. The employee frequently is required to stand; walk' sit' use hands, handle or feel; reach with hands and arms; stoop, kneel, crouch or crawl; and taste or smell. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 30 pounds; and manage the weight of a child which is equal to 50% of your weight.. Specific vision abilities required by this job include close, distance, color, peripheral visions and depth perception.
5. Able to exhibit good staff relationships, teamwork, ethics and practice of interpersonal relationships;
6. Possess a valid California driver's license with a good 3 year driving record (no more than 2 points) and able to drive the company vehicle.
If you use your vehicle to transport children, a copy of your auto liability insurance needs to be in your personnel record and your vehicle needs a safety check.
7. Tuberculosis, health and fingerprint clearances. Prior clearances within a year of employment are acceptable for TB and health. Print clearances may be transferable only if your prior employer was licensed by Community Care Licensing. You must possess fingerprint clearance **before presence** in the facility.
8. Prerequisite. Standard First Aid certification, which is good for 3 years. Registration and time paid at minimum wage if needed. (CPR is optional)
9. Complete shift observations/shadowing of 20 hours, paid at minimum wage, before any unsupervised contact with residents. (Interns and work-study will always be supervised by one other CCW.)
10. Complete Emergency Interventions and Professional Assault Response Trainings within 90 days of employment.

A1. FOR A CCW II:

11. At least 1 year Full Time Equivalency (FTE) with our agency as a CCW; OR, 2 year FTE with another CCL facility*, OR, 2 years paid experience* with children in a related job;
12. Maintain PART certification and Emergency Intervention competence; and,
13. Willing and able to take a On-Call rotation;
14. Willing and able to take on a specific area* of responsibility, ie, medications, allowances, groceries, vehicle upkeep/cleaning, etc.

A2. FOR A SR. CCW:

15. At least 2 years FTE with our agency as a CCW; OR, 3 years FTE with another CCL facility*, OR, 3 years paid experience* with children in a related job.

16. Able to demonstrate competency in all specific areas assigned to the CCW II.

B. DUTIES FOR A CCW I (See specific duties sheet for ANS applicants):

1. Provide care, supervision and training of residents in all aspects of group life including hygiene, work habits, activities, chores, meals, peer and adult relationships, education and homework, play and activities, by providing guidance and appropriate role modeling;
2. Implements the house program;
3. Completes meal preparation, food storage and handling, sanitation and related record keeping as required by Child Nutrition Services;
4. Keeping hygiene and cleanliness standards of the home, as per Title 22 regulations;
5. Complete daily logging of observations, scheduling children's appointments, dispensing and logging medication usage and related record keeping;
6. Interacting with school personnel and community people, establishing good public relations in and out of the house;
7. **Mandatory attendance** at weekly resident reviews and training sessions (ALL CCWS MUST LOG 20 APPROVED TRAINING HOURS PER YEAR.);
8. Planning, scheduling and involvement in house activities and group functions; and,
9. Other duties as assigned from time to time.

B.2. CCW II, in addition will:

10. Take one On Call rotation;
11. Exhibits competence and can train other staff in policies and procedures regarding:
 - a. Activity assessments, planning and registrations;
 - b. Allowance, work credits and resident's accounts;
 - c. Educational assessments, planning, homework, checking in and school enrollment;
 - d. House accounts;
 - e. Intake, visits and discharge procedures of residents;
 - f. Laundry, clothing sizing, inventories and shopping;
 - g. Medical records and scheduling appointments;
 - h. Medication record keeping, dispensing and refills;
 - i. Menu planning, cooking and grocery shopping;
12. Exhibits competence in chairing either resident reviews, house meeting, movie review or groups.

B.3. SR. CCW, in addition will:

13. Able to qualify as a trainer for specific areas as listed in the training outline.

C. WORK WEEK AND PAY PERIODS. FT employees must work 31-40 hrs/wk. They are not to be scheduled for more than 40 hrs/wk or more than 8 hrs/day, unless there is a justifiable emergency. **No employee is to work beyond 54 hrs/wk at either site or in combination.** The work week is from Sun. to Sat. Pay periods are from the 1st-15th and 16th-31st.

D. SALARY AND BENEFITS: Current minimum wage will be paid for the first 20 hrs of observation/shadowing and first aid training hours. *Rates were changed on 7/1/98 and apply only with the understanding that employees agrees that meal comp and rest period times were consolidated into the hourly rates since the FCRB would not recognize these items. Resident review and staff training time is ALWAYS counted as regular time, and is not to be considered when over the 8/40 rule.*

PROGRESS RANCH TREATMENT SERVICES FOR CHILDREN
P.O. Box 1287, Davis, CA. 95617-1287 (530) 753-2566, F (530) 753-0284
Email: progressranch@att.net Web: progressranch.org

After 60 days FTE (346 hrs), the following Employer paid benefits are offered to the employee only. Kaiser medical, Vision Service Plan, Guaranty Life dental and group term life, and use of accrued sick (32 hrs/yr) and vacation (40 hrs/yr for the 1st ear; 80 hrs/year thereafter.) Only the Kaiser group medical can be refused and is reimbursable after 60 days FTE. **Applications for each of the insurances must be completed before benefits are initiated.**

I understand and agree to this job description. I agree to the rate of \$_____ per hour at _____ hrs./week, which includes 1-1.5 hrs. of resident review and 1-2 hrs./wk at the agency's regular time. I also understand that the agency and I are bound by an "At Will" agreement.

Employee signature **Date** **Supervisor**