



## LEE & BEULAH MOOR CHILDREN'S HOME

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### JOB DESCRIPTION

**JOB TITLE:** Child Care Worker (CCW)

**REVISED DATE:** October 2016

**FLSA STATUS:** Professional; Exempt

**REPORTS TO:** Senior Administrator of Residential Services

#### Job Summary

The Child Care Worker works under the supervision of the Senior Administrator of Residential Services (SARS). The CCW relies on experience, training and the exercise of judgment in accomplishing the goals and objectives in the service plan for each child. Responsible for the daily supervision, care, guidance, and training of up to twelve (12) children/adolescents in a cottage. Responsible for teaching daily living skills, problem management, and team relationships to the clients in care. Responsible for cottage management, maintaining daily schedules, being aware of the location of each child/adolescent at all times, and ensuring the safety and health needs for each child/adolescent are met. Responsible for maintaining an up-to-date awareness of the latest techniques in child care and all policies and procedures of Lee & Beulah Moor Children's Home.

The Child Care Worker should have attained the emotional maturity and judgment necessary to appropriately supervise up to 12 children/adolescents whose behavior often deviates from what may generally be considered normal. Child Care Worker should always utilize an approach in carrying out their responsibilities and duties which is consistent with a Christian value system, including respect for self and others, patience, forgiveness, firmness, understanding, high frustration tolerance, positive relationship building skills, positive role modeling, honesty, and good communication skills. Personal moral and ethical conduct should be above reproach and consistent with those qualities required by LBMCH.

## **Specific Duties and Responsibilities**

- 1. Supervision**—Responsible for daily supervision of up to twelve (12) children/adolescents in a cottage. Must know the whereabouts of each child and in what activity he/she is engaged in. Assignments to supervise activities outside the cottage are likely. Active involvement in all facets of the children's daily routine. Must be familiar with and act in accordance with LBMCH campus policies and procedures, and the Texas Department of Family and Protective Services (TDFPS) policies and procedures. Must be able to intervene in situations where the child/adolescent's best interest or safety is at risk, and take appropriate steps to ensure order, control, and safety when necessary or indicated. Monitors and assists the reception and integration process of new children into the cottage.
- 2. Teaching of Daily Living Skills**—Identifies and establishes routines in which an individual child/adolescent can participate in order to learn daily living tasks. Helps children/adolescents identify and describe personal goals. Engages in conversations/dialogue and encourages participation in cottage projects with the children/adolescents to learn new skills and abilities. Actively participates with children/adolescents in work and play in order to set a good example and role model.
- 3. Problem Management**—Identifies potential crises or problem situations and makes plans to help child resolve them, and seeks advice or support from the team or administrator. Must be able to respond to verbal abuse or anger in a calm and deliberate manner. Responds to physically aggressive or destructive behavior with minimal containment necessary and avoids needless arguments through stated alternatives or natural consequences. Maintains client confidentiality.
- 4. Team Relationships**—Is expected to participate as a member of the team that plans for an individual child/adolescent. Must be willing to change or improve child care techniques in response to the supervisor's and team's suggestions/expectations. Actively seeks resolution of differences through appropriate channels. Must be willing to carry out team plans and/or defined plans of service. Is expected to conform to and participate completely in the LBMCH programs and procedures as directed.
- 5. Cottage Management**—Responsible for the overall appearance and management of the assigned cottage. Works cooperatively with the department Administrator and other staff to order food, clothing, and supplies; conducts inventories; maintains sufficient and functional supplies of linens and kitchen items. Maintains accurate records and logs of medications, significant events, runaways, and daily logs, etc. Maintains and issues all internal and external medications in accordance with licensing standards, regulations and policies. Regularly prepares breakfast, weekend meals, and evening snacks. In the event a cook/housekeeper is not assigned to a cottage, all meal preparation is required according to LBMCH menus. Couples serving as Child Care Workers may be required to provide additional duties/functions outside of their cottage, i.e., one or the other may

have a specific assignment outside the cottage for approximately 20 to 25 hours per week, performing maintenance, commissary, tutorial, office support, or other special assignments.

6. **Policies and Procedures**—Accurately and consistently follows Division/Cottage, LBMCH and TDFPS policies and procedures regarding all child/adolescent areas of care and activities.
7. **Physical Demands**—The Child Care Worker must be in good physical, mental, and emotional health. Actively participates in the routine supervision of the children/adolescents, which includes physical ability to supervise children/adolescents on a daily basis in varying environments, i.e., indoor, outdoor games, camping and hiking activities, etc. Manages and performs routine household cleaning duties. At times, be able to consecutively maintain late hours and handle early morning responsibilities. Regularly provides transportation duties. Required to lift and handle food cartons (up to 25 lbs.) assigned to each cottage and distributed weekly by the commissary.
8. **Working Conditions**—Child Care Workers provide 24-hour duty care. The position is live-in while on duty. Living quarters and meals are provided in the assigned cottage. Child Care Workers are responsible for the direct supervision of any child/adolescent that is in the cottage group at any time. Some free time may be available during the day (for example, when children/adolescents are in school or engaged in other activities). However, Child and Youth Care staff are expected to be present and available at all times when a child/adolescent is in the cottage. Most duties are performed in the cottage or on campus, however, the position requires contacts with the community and participation on out-of-town trips that require overnight stays. The Child Worker's work schedule will be determined by the Senior Administrator of Residential Services. Current work schedules are five (5) days on duty and two (2) days off duty. Extra work days may be required. Off-duty time is the Child Care Worker's own personal time. Off-duty living quarters and meals are not provided.
9. **Other Duties**—Cottage staff may be assigned additional responsibilities of cottage supervision on a temporary or permanent basis by the Senior Administrator of Residential Services or the CEO based on the needs of LBMCH.

**Education:**

Depending on the duties of the specific job assignment and additional requirements, the position may require specialized and/or additional education, experience and/or licensure/certification not included in the stated requirements. When applicable, equivalent substitutions may be allowed for deficiencies in experience or education.

Possession of a four-year degree (bachelor's) in field of social work or graduation from an accredited college/university with specialization in such areas as human services, family and child development, education, or related behavioral sciences, and one (1) year of experience working with children preferred.

Or:

Possession of an associate's degree in the field of social work or graduation from an accredited community college, specializing in areas such as human services, family and child development, education, or related behavioral sciences, and two (2) years of experience working with children.

Or:

A high school diploma or G.E.D. and four (4) years experience working with children. The pursuance of further education in social services/human services/education/child care/mental health-related fields through a local community college, seminars, or workshops is encouraged. Bilingual (Spanish) speaking is a plus.

Child Care Workers are required to obtain their Child and Youth Care (CYC) certification within the first six months of employment or after obtaining 2,080 hours of direct child-care work.

Thirty (30) contact hours of training in child care are required annually, as well as CPR and first aid, SATORI Alternatives to Managing Aggression Certification (SAMA), defensive driving, and food handler's certification.

#### **Additional Knowledge, Skills, and Abilities:**

- Working knowledge of individual and group behavior.
- Working knowledge of general techniques of communicating with adolescent clients.
- Working knowledge of child development and the role of the family.
- Working knowledge of the principles and objectives of residential child care programs.
- Working knowledge of policies, rules and regulations in the areas of resident care, dietary, client rights, client funds, and property.
- Working knowledge of child abuse and neglect identification and reporting procedures.
- Some knowledge of policies and procedures of state inspection processes and follow-up procedures by state licensing program.
- Some knowledge of educational methods and developmentally appropriate practices necessary to enhance the emotional, social, and intellectual growth of young children.
- Skill in handling such client behaviors as fear, hostility, aggression, etc.
- Ability to communicate effectively with clients, coworkers, and other team committee members, and to explain the progress of the client.
- Ability to observe client behavior and interactions and accurately describe and report observed behavior.
- Ability to learn crisis intervention techniques.
- Ability to work with clients in an empathetic and understanding manner.
- Ability to use conflict-resolution techniques with a variety of circumstances and individuals.

- Ability to exercise good judgment in evaluating situations and in making appropriate decisions.
- Ability to understand and communicate effectively in English, both orally and in writing.
- Ability to learn and apply program policies and procedures.
- Ability to remain patient, objective and positive in pressure situations.
- Ability to maintain an interest in and make a positive contribution to the improvement and development of clients and staff.
- Ability to prepare accurate records and reports and to make clear and pertinent statements orally and in writing.
- Ability to learn and participate in outdoor programs and activities.
- Ability to work independently without close or direct supervision.

**Licensor:**

A valid Texas driver's license is required. All Child Care Workers must meet and remain in compliance with the LBMCH Driver's Policy Standards.

**Miscellaneous Requirements:**

Adhere to the Policies and Procedures (i.e., Personnel and Safety) adopted by Lee & Beulah Moor Children's Home.

Undergo and pass a criminal background check as defined by Lee & Beulah Moor Children's Home Policies and Procedures and TDFPS.

Undergo and meet the standards for a motor vehicle records check as defined by Lee & Beulah Moor Children's Home Policies and Procedures and the agency insurance carrier.

Undergo and pass drug and alcohol screening as required.

Annual TB Tine Testing as required.