

**POSITION TITLE:** Child Care Worker

**Location:** Farmington, Springfield, Columbia

**Position Summary:**

Serve as a member of the treatment team for each assigned child, and consult with other team members as needed/requested to ensure that treatment planning goals are being met. Facilitates, in large measure, the socialization and daily living treatment objectives for each child, while at the same time ensuring the proper care, supervision and safety of each assigned child. Provides support and back-up to other Child Care staff as needed/requested.

**Essential Job Functions:**

- Complete personal possession inventory on all residents at time of admission and update routinely until time of discharge
- Review background information on all new assigned residents
- Set up and maintain living unit files, medication records, individual logs and crisis files
- Dispense medication as prescribed after completing the Medication Technician Certification class. Maintain accurate medication records
- Utilize crisis intervention techniques according to agency protocol
- Assist with risk management and quality improvement activities related to youth care/treatment and the daily living environment
- Write a summary of living unit activities on a daily basis, write a brief summary of each resident's behaviors
- Conduct daily health/safety inspections of the living unit
- Purchase food/household supplies, as needed, or complete necessary requisition forms for such items following agency guidelines
- Assist with risk management and quality improvement activities related to youth care/treatment and the daily living environment

**Supervisory Responsibilities:** Residents only

**Working Conditions:**

Works in a "home-like" cottage/house setting or an intensive service residential treatment unit.

**Job Requirements:**

**Education:**

Minimum of High School Diploma or GED; human service college courses, Associates Degree or Bachelor's Degree preferred. Upon employment, must pursue continuing education and/or in-service training required for this position.

**EXPERIENCE:** Must be at least age 21; prior child care experience preferred.

**SKILLS:**

Ability to develop and maintain therapeutic relationships with children displaying behavioral and emotional problems; an ability to maintain an appropriate balance between being authoritative and supportive; an ability to not take children's negative comments or behaviors personally; and must be able to make sound decisions in crisis situations and under pressure. Personal maturity is an extremely important attribute. Must be able to communicate effectively, verbally and in writing.