

# Sweeney Youth Homes

## Job Description: Child Care Worker I (For Full-time Employees)

**Reports to:** House Manager

**Responsible to:** Assistant House Manager, General Manager, Administrator & Exec. Director

**General Instructions:** As a Child Care Worker you will be expected to address yourself to the behavioral, emotional, physical and psychological needs of the residents. You are responsible for the care, supervision and protection of the residents individually and in groups. You must be knowledgeable of and conversant in the needs of adolescents in their early developmental stages. Most importantly, the qualities of consistency, fair-play, firm but kind control (i.e., supporting the resident while approving or disapproving of their behavior), clear boundary-setting, tolerance, flexibility, calmness in the face of crisis and professional demeanor are necessary.

**Duties include, but are not limited to:**

1. Supervise residents at all times. Be aware of the actions and locations of all residents at all times.
2. Apply all conditions set forth in Policy & Procedures Manual consistently and in concert with the entire House Staff.
3. Insure residents' safety and well being at all times.
4. Ensure that facility is *inspection-ready* at all times.
5. Direct the planning, preparation and intake of food by the residents, considering nutrition and cleanliness and in compliance with licensing regulations.
6. Assist residents in setting and keeping scheduled appointments for doctors, dentists, therapy, school, extra-curricular activities, etc.
7. Direct and assist residents in completion of homework.
8. Arrange and assist in providing transportation of residents to various appointments and activities. This may include the use of Sweeney Youth Homes vehicles, personal vehicles (with permission from House Manager, Assistant House Manager or Staff In Charge) buses, taxis, trains, walking, bicycles, etc.
9. Direct and supervise basic skills development (personal hygiene, cleaning of rooms and entire facility, sewing, cooking, gardening, laundry, etc.).
10. Direct and supervise independent living skills development (banking budget management, job searches, meal planning, completion of household chores, grocery shopping, clothes shopping, accessing community support systems, etc.).
11. Supervise and administer medications according to doctor's prescribed orders. Assure ingestion by resident, store medications in secure place and maintain medication logs.
12. Supervise and assist residents in establishing and fulfilling personal goals, individual objectives, clinical treatment and behavior modification through application of point-based system, on a daily basis.
13. Perform Case Manager duties as instructed by supervising Manager.

14. Log daily activities, progress and other significant issues of residents in the Staff Log on a daily basis. Read previous entries and log additional information for staff on upcoming shifts.
15. Set and enforce behavior limits according to conditions in Policy & Procedures Manual. Administer consequences according to facility, agency and state licensing policies. Report all behavior problems, crisis issues and emergencies to facility managers and clinical staff.
16. Supervise, direct and ensure that all Sweeney Youth Homes policies and procedures, as well as the facility's "house rules" are applied and maintained at all times.
17. Record and supervise resident management of personal property and financial resources.
18. Provide on-site crisis counseling. Conduct oneself as a continuous role model for the residents.
19. Complete and submit Special Incident Reports according to standards and procedures specified in Sweeney Youth Homes Policy & Procedure Manual.
20. Provide for the best service possible for the residents. Be aware of conditions and offer ways to improve upon operation of the facility and the agency as a whole.

**Qualifications:**

An applicant for this position must meet at least one of these requirements:

1. One full year of full-time experience, or its equivalent, working with the client group we serve. Experience shall be verified as having been performed as a paid or volunteer staff person whose duties required direct supervision and care of the client group we serve.
2. Completion, with passing grade from an accredited or approved college or university, of 15 college semester or equivalent quarter units in Behavioral Science; 9 units of which must be in courses relating to children with behavioral problems which may be the result of abuse, neglect or emotional trauma. The courses may include, but are not limited to curriculums in Corrections, Psychology, Social Work or Social Welfare.

**Requirements:**

An applicant must also submit the following:

1. Valid California Driver's License.
2. Proof of automobile insurance.
3. Valid Red Cross First Aid Certificate.
4. "Negative" results of a TB test administered within the last 12 months.

---

*Applicant Signature*

---

*Date*