



Pathway to Everyday Life

CHILD CARE WORKER I & II JOB DESCRIPTION

JOB TITLE	Child Care Worker I (CCW-I)	AFFILIATED PROGRAMS	Daily Supervision
LOCATION	Hazleton, PA	CLASSIFICATIONS*	Non-Exempt
PAY RATE	\$17.00 - \$23.00 per hour	EFFECTIVE DATE	01/01/2023
REPORTS TO	Child Care Supervisor/ Lead Child Care Worker	REVISION DATE	02/01/2024
SUPERVISES	N/A	UPGRADE POSITION	Lead Child Care Worker
PATHWAY TO EVERYDAY LIFE IS AN EQUAL OPPORTUNITY EMPLOYER *Position Class – Position Classification			

SUMMARY OF POSITION:

Child care workers have a range of responsibilities, including providing a safe and nurturing environment for children, supervising, and engaging in activities, preparing meals, maintaining cleanliness and hygiene, and communicating with parents or guardians about the children's development and well-being. They also may be responsible for implementing educational and developmental activities, ensuring the safety of the children, and providing emotional support when needed.

Essential Functions

A. The Child Care Worker provides safety, security, nurturance, and supervision to adolescent girls/boys living in a residential facility by:

- Providing supervision to residents in the facility and during off-site activities.
- Provide support to the Child Care Supervisor.
- Participating in pre-intake assessments when requested.
- Conducting 15 minutes safety check on each child.
- Supervision of children while participating in recreational outings such as going bowling, an amusement parks, or sporting events.
- Providing additional staff to assist with behavior management during group sessions.
- Implementing group and individual behavioral intervention strategies.
- De-escalating crisis development.
- Observing residents in the completion of their daily routines and hygiene time.
- Assist and supervise the residents with daily living, grooming, housekeeping, food shopping, meal preparation, doing laundry, cleaning common areas and ensuring their rooms are clean and beds are made.
- Enforcing rules and guidelines by setting clear, concise, and enforceable limits.
- Supervising and role modeling basic living skill activities.
- Providing supportive services to reduce stress and/or develop, restore, or maintain skills and behaviors which result in an increased level of functioning.
- Assisting in carrying out assigned activities related to assessments, service planning, linkage and referral, monitoring, crisis assistance, and advocacy.
- Providing transportation to and from appointments and other activities, as necessary.
- Providing daily monitoring of residents' progress in achieving their goals.

- Promoting family involvement in activities, visitation, and decisions.
- Routinely inspecting and maintaining the home and notifying the Supervisor when repairs are needed.
- Providing medication management with ODP Medication Administration Certification
- Providing emergency medical care per First Aid/CPR training and certification.

B. The Child Care Worker develops a therapeutic relationship with staff that will enhance teamwork and the quality of the work environment by:

- Actively participating in mandatory team meetings, treatment team meetings, and other meetings involved in planning and management issues of the home.
- Supporting and encouraging teamwork by offering feedback and effective critique of team members.
- Assisting in team building through loyalty and support of the team process.
- Enhancing teamwork and the quality of services through understanding, clarifying, and demonstrating the role of the childcare worker, the function and roles of the other agency programs and services, and how they can best interrelate.

C. The Child Care Worker assists in the implementation of the organization’s mission, goals, and objectives by:

- Accurately documenting necessary reports required by the organization, licensing and accreditation standards, state, and federal law.
- Maintaining furniture, equipment, and supplies in a cost-effective and cost-saving manner.
- Exercising confidentiality in agency affairs, employee privacy, and privacy of persons served according to agency guidelines, licensing, and other regulations.
- Knowing state licensing and accreditation requirements as they pertain to the overall functions of the facility and the position.
- Exhibiting sensitivity to and being aware of the various cultural and socio-economic characteristics of the community and those served and responding in an appropriate manner.
- Utilizing the organization’s mission as the guiding force in all decision making and demonstrating the agency’s core and customer values in every interaction with external and internal customers.
- Exhibiting a professional attitude and commitment to the agency and its customers by maintaining the expected level of attendance and reporting to work and meetings on time.

D. The Child Care Worker enhances personal and professional potential by:

- Actively participating in performance reviews by setting and actively working on goals and objectives for professional improvement.
- Exhibiting personal and professional ethics, attitudes and value systems which enhance service delivery.
- Keeping self in good emotional condition by possessing internal strengths to meet the emotional demands of the job.
- Being responsible for acquiring all training mandated for the position and required by the agency through participation in agency-sponsored and agency-approved training events and workshops.
- Remaining current with the field of employment through reading publications, networking with co-professionals and pursuit of other suitable endeavors

Travel

- This position requires daily travel, children’s doctor appointment, court appointment and most of the work time is spent in the community or Pathway’s facilities.

OTHER DUTIES

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be willing to obtain the following within 60 days of hire:

- Mandated Reporter Certification
- Safe Crisis Management (SCM) Certification
- CPR/First Aid/AED Certification
- PA Medication Administration Certification

Qualifications

- Must be at least 18 years old for Residential Program.
- Must be at least 21 years old for Transitional Program
- High school diploma or G.E.D. required; actively pursuing bachelor's degree/or bachelor's degree in human services field preferred.
- Experience in a residential childcare setting desired.
- Valid driver's license with safe driving record
- Valid Car Insurance, Registration, and Inspection

Physical Abilities

- Must be able to lift and transfer 50 pounds using proper body mechanics.
- Must be able to climb and descend 20 stairs carrying 10 pounds.
- Must be able to bend to retrieve an object at floor level 6-12 times hourly.
- Must be able to crouch at the knees 6-12 times hourly.
- Must be able to kneel on both knees.
- Must be able to drive for a period of one hour 3-6 times daily.
- Must be able to stand for a period of one hour 6-12 times daily.
- Must be able to sit for a period of one hour 6-12 times daily.
- Must be able to push/pull 10 pounds.
- Must be able to grasp an object with at least one hand.
- Must have at least 20/40 combined vision with or without corrective lenses
- Must be able to hear a normal spoken voice with or without hearing assistance.

Confidentiality

- The Health Insurance Portability and Accountability Act (HIPAA) applies to any access to the protected health information of the people in care. Such information may include, but is not limited to identifying information, medications, treatment plans and procedures, physicians' and nurses' notes and orders, medical and other health related records, medical and other health related appointments. Federal and state laws and regulations protect the release of such information.

- May share protected health information verbally, in writing, or electronically with medical and nursing staff, co-workers, staff of collateral agencies and family members, given the required authorization.
- All use of protected health information, verbally or in any written or electronic form, shall be used or shared only to the extent required to perform treatment responsibilities, produce required documentation for payment, and assure necessary health care.
- All protected health information, in any written or electronic medium, shall be kept secure.
- General Professional confidentiality is expected at all times, both within the company and with other agencies.

Knowledge, Skills, and Abilities:

- Knowledge of and/or experience with developmental stages of children, adolescents, and families.
- Displaying the level of emotional maturity necessary to hold oneself accountable for one's own actions while also holding others accountable for their actions.
- Ability to be a positive leader and member of the residential childcare team.
- Ability to establish confidence and trust among clientele and colleagues.
- Commitment to family-focused theory and treatment approach.
- Perform documentation with accuracy, legibly and in a timely manner consistent with high professional, ethical standards.
- Ability to read, write and speak the English language in order to perform job duties.
- Follow written and/or verbal instructions.
- Perform basic Mathematical functions such as addition, subtraction, multiplication, and division.
- Manage multiple tasks.
- Perform basic computer skills/functions.
- Proficiency in Microsoft Word, Excel, and Outlook
- Complete other duties as assigned.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

I have read and understand, and I acknowledge receipt of a copy of this job description:

Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Reviewed with employee by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Pathway to Everyday Life is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.