

JOB DESCRIPTION

POSITION: *Direct Care Worker I*

DEPARTMENT: *Residential Services*

EMPLOYMENT STATUS:

- ☒ Regular
☐ Temporary
☒ Full-Time
☐ Part-Time
Regular hours worked: 40 per week
☐ Exempt ☒ Non-Exempt

REPORTS TO: *Facility Manager and Residential Staff Development Manager*

PURPOSE:

The purpose of the Direct Care Worker I is to: provide the overall child care and supervision for delinquent and chemically dependent and /or Commercial Sexually Exploited youth in a residential treatment setting; provide the primary relationship for the opportunity of change in the youth; implement the treatment program as part of a team of other professionals; and maintain the environment to be a home-like place.

ESSENTIAL DUTIES:

- Directs, guides, cares for and supervises youth in their daily living and activity programs
- Is aware of the whereabouts of each client at all times
- Disciplines, enforces consequences, and confronts behavior as designed by the program
- Provides the elements for a positive therapeutic relationship with each client; e.g., unconditional regard, empathy, genuineness, and respect
- Implements individual treatment plans developed by the caseworker
- Accounts for food, clothes, and other items necessary to the proper care of residents
- Observes clients for medical and dental needs, and arranges for proper care and attention
- Administers medication as prescribed under secure conditions according to the policies and procedures of the program
- Administers urinalysis for drug testing as directed
- Guides and motivates positive behavior
- Provides limits on client behavior
- Provides a safe and structured environment for the clients
- Provides a planned, scheduled program of activities for an assigned case load of approximately six youth
- Develops and implements constructive activity programs for unstructured time
- Assists in carrying out programs of education, recreation, intramural sports, community service projects, and other activities
- Trains and oversees youth in basic skills such as cleanliness, personal care, and grooming; and in social skills such as socially acceptable conduct, negotiation, problem-solving and refusal skills
- Provides crisis intervention and emergency aid when warranted
- Responds to emergencies, runaways, and disturbances as directed
- Communicates, cooperates and coordinates with other facility staff regarding observations and conclusions resulting from work with youth
- Participates in staff meetings, and in-service training sessions

- Relieves staff on duty at times of staff changeover only after assuring that building and grounds are in acceptable condition, residents assigned are all present or properly accounted for and moneys are accounted for
- Involves volunteers in program activities on a planned, regular basis, and maintains volunteer records
- Maintains frequent and routine contacts with school personnel
- Maintains contact with parents of assigned clients
- Favorably and honestly represents the agency to visitors to the home (including placement agents, licensing workers, and supporters) and when in the community (on-duty)
- Prepares progress evaluations and treatment summaries
- Submits timely incident reports occurring during shift
- Reports all cases of child abuse according to law
- Transports clients in agency van as necessary
- Insures the cleanliness, appearance, safety and maintenance of facility and surrounding grounds; reports all needed major repairs
- Maintains agency and program policies

MINIMUM REQUIREMENTS:

- At least one of the following: Bachelor's Degree (preference given to social science majors); valid Child Development Teaching Permit; 12 semester units in Early Childhood Education, Adolescent Development or Foster/Kinship Care Education with 100 hours experience working with youth; valid certificate or similar with 100 hours experience working with youth; valid Vocational Training Certificate with 100 hours working with youth as a mentor/coach; previously employed full-time at a residential program for at least one year
- Must be able to meet and receive a criminal records clearance as required by Title XXII licensing regulations
- Previous internship or employment in work with adolescents
- Clean DMV record, with no more than one point if under 25 years of age, or no more than two points if over 25 years of age
- Ability to do essential duties
- Good physical health (provide proof via physical exam)
- Negative TB test
- Physical strength and flexibility sufficient to perform duties (including but not limited to reaching, throwing, lifting, carrying, pushing, climbing, stooping, kneeling, crouching, crawling, turning/twisting)
- Visual acuity and hearing sufficient to meet the demands of the job
- Count, make simple arithmetic additions and subtractions; and maintain financial records
- File and maintain files
- Hear, read, understand and carry out both simple and complex instructions
- Inspect, examine and observe
- Interpersonal and communication skills
- Laundering
- Meal planning and preparation of regular, nutritious meals
- Mental capabilities such as problem solving and analysis
- Operate agency vehicles in a safe and legal manner
- Perform simple repair and maintenance
- Plan, direct and coordinate the work and activities of difficult youth
- Preparation of detailed records or reports
- Sobriety
- Teamwork
- Work on several tasks at the same time
- Work under pressure
- Work with a minimum amount of supervision and alone some of the time

KNOWLEDGE AND ABILITIES:

- Addictions and chemical dependency
- The Twelve Steps of Alcoholics Anonymous, Narcotics Anonymous, and/or Al-Anon
- Effective communication at a level necessary for successful performance on the job
- Ability to interpret and follow instructions and agency policies and procedures

- Application of the principles and techniques given of individual and group counseling and guidance of youth
- Ability to gain the interest, respect and cooperation of other facility personnel, youth, and the public
- Ability to plan and conduct recreational activities
- Ability to think and act quickly in emergencies
- Ability to maintain fair and firm discipline
- Refraining from co-dependency and Enabling behaviors
- Recognition of the early signs of illness and the need for professional assistance
- Housekeeping, sanitation and personal hygiene
- Initiative to act independently and make decisions based on the principles provided
- Accurate analysis of situations and effective action
- Ability to think and act quickly in emergencies
- Accept and use supervisory direction and consultation.
- Maintain strict confidentiality

SPECIAL PERSONAL CHARACTERISTICS:

- Emotional maturity and stability
- Leadership ability
- Empathy and objective understanding of others
- Honesty
- Integrity
- Tact
- Patience
- High Judeo-Christian moral standards
- Keen observation skills
- Continuing satisfactory record as a law-abiding citizen
- Willingness to work impartially with and accept the various racial, ethnic and cultural differences of staff and the clients we serve
- Punctuality and willingness to work various schedules, including weekends and holidays, and to report for duty at any time emergencies arise
- Teamwork, cooperation and collaboration values

Age Limitation: Minimum age is 21 years.

Citizenship Requirement: Pursuant to the law, a person must be either a US citizen or be a permanent resident alien.

Felony Disqualification: Persons convicted of a felony are not eligible to be appointed to positions of this class.

Background Investigation: Pursuant to the law, persons shall be fingerprinted prior to work in a facility, and shall be subject to a background investigation by Community Care Licensing and the FBI. Persons who have previously been subjected to this in Advent will not undergo any further investigation of this type.

Medical Requirement: Persons shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.