	Job Code:	Department Code:	Salary Grade:
	_____	_____	<u>2</u>
<b>Job Description</b>		<b>FLSA: Non-Exempt</b>	
<b>Job Title:</b> Child Care Worker		<b>Effective date:</b> 9/01/06	
<b>Supervisor:</b> Shift Supervisor		<b>Revision date:</b>	

**SUMMARY:**

Responsible for maintaining the day-to-day operation of the home to ensure the safety, nurturing and therapeutic needs of the children.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Administrative**

- Assist the Shift Supervisor with budget management
- Prepare the daily input of significant events occurring with children and enter into youth care software
- Ensure house data is complete and entered promptly into youth care treatment software
- Attend scheduled training and staff meetings
- Ensure compliance with all licensing regulations and contract requirements

**Program**

- Supervise the daily activities of the children
- Ensure basic needs of hygiene, nutrition and clothing are met for each child
- Maintain accurate daily logs on each child and enter into Kaleidacare promptly
- Follows monthly lesson plans and activities in conjunction with the Curriculum Team
- Execute appropriate behavior modification techniques
- Assist with serving daily meals and cleanup
- Document USDA food program data
- Administer children's baths and dress them
- Organize and participate in play time with the children
- Conduct 15-minute sleeping checks on children on overnight shift
- Display positive role modeling and leadership ensuring a safe and secure environment
- Assist children with homework and after school activities
- Provide transportation to school, jobs, recreation activities and appointments

**DIRECT REPORTING RELATIONSHIPS:**

- None


**QUALIFICATIONS:**

**Education and/or Experience**

- High school graduate or equivalent
- College credits preferred in social work, human services, psychology or related field
- Two years experience in community-based or campus-based setting working with youth
- Two years experience working with the Social Skills Model preferred
- Must be 21 years of age minimum

**Certifications, Licenses, Registrations**

- Valid driver's license appropriate to locale, good driving record and ability to provide own transportation
- CPR and First Aid Certification

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	<b>Revision date:</b>		

**PHYSICAL REQUIREMENTS:**

- Moderate to heavy lifting up to 60 pounds unassisted and up to 120 pounds or more with assistance
- Dexterity to write and manipulate computer keyboard
- Ability to hear and speak clearly
- Body mobility to stoop, kneel, bend and reach
- Stamina to work long days
- Ability to work under adverse environmental conditions

I understand my essential duties and responsibilities

<b>Supervisor Approval:</b>	<b>Date:</b>
<b>Employee Signature:</b>	<b>Date:</b>

*The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

*St. Jude's Ranch for Children reserves the right to revise or change job duties as business requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required, including overtime.*