



Job Description

Position Title

Relief Residential Child Care Worker

Reporting to

Director of Residential Services

Position Summary

The Relief Residential Child Care Worker is responsible for the care of the Open Arms Children's Home residents, as needed, and their immediate needs. S/he will engage in support services, instruction and assistance to residents to improve their physical and emotional wellbeing on a daily basis. This position reports directly to the Director of Residential Services. This position requires ongoing participation in a pre-set amount of continuing education that is focused on child abuse and child related material. Failure to accumulate the required training hours may result in suspension without pay or dismissal. The Relief Child Care Worker will also be responsible for all other duties designated by his/her supervisors that will benefit the organization. Due to the nature of this position, the Relief Residential Child Care Worker should always model a positive attitude and supportive demeanor.

Duties and Responsibilities

Resident Support

- Completes all intake paperwork on new residents.
- Completes incident reports as necessary.
- Assists case management personnel in planning activities for the children.
- Pro-active supervision and monitoring of the daily activities of the children including but not limited to, wake-up time, meals, chores, snack time, school attendance, study time and recreation.
- Provides fair and constructive discipline to residents per Open Arms Children Home's policy.
- Observe the children's behavior, noting changes, significant incidents both positive and negative.
- Attends and participates in regular staff meetings, ongoing training/in-services and supervision.
- Maintains the order, security and safety of the Open Arms Children's Home at all times.
- Manages crisis situations, using the on-call system as needed.
- Utilizes consistent behavior management techniques to respond to resident's behavior.
- Engages each resident in a relationship based on positive, unconditional acceptance and regard.
- Enhances the self-esteem of each resident through monitoring grooming and dress.
- Transports residents as needed to school, appointments and in case of emergencies.
- Supervises study time and provide support tutoring.
- Administers medications according to agency policy.
- Maintains medical logs and confirm accuracy.

Household Support

- Assists in maintaining the shelter in a clean and safe condition.
- Informs the House Manager of any safety hazards, cleanliness or maintenance issues, or needed vehicle maintenance.
- Maintains a list of supplies or special needs that the children or residential staff need.
- Prepares meals and snacks for the children in accordance with USDA guidelines.
- Provides activities and learning opportunities for the children.



Miscellaneous

- Maintains confidentiality requirements of the agency.
- Reports immediately to the Department of Social Services or Law Enforcement any suspicion of abuse or neglect as required by law.
- Participates in and represents CAPA at community events and provides support at CAPA events, as assigned.
- Participates in staff training and attends staff meetings as scheduled.
- Performs any other related duties as may be necessary to the functioning of the agency or at the request of the supervisor.

Qualifications

- High school diploma or equivalent (GED)
- Strong listening and communication skills are critical
- Experience in child care settings is preferred
- Must complete specialized training prior to providing services
- Must have the ability to interact in a professional manner with staff, clients, DSS staff, Court officials and the general public
- Must be 21 years or older
- Prior to employment must have a physical and TB test (annually), with the physician's report going to the Director of Residential Services
- CPR and First Aid certified with continuing certification during employment
- Ability to work flexible hours
- Access to reliable transportation, valid driver's license, approved insurance coverage (to include being approved by CAPA's automobile insurance carrier) and clean driving record
- Ability to climb stairs, bend, crouch, and lift 50lbs and may require long periods of sitting and standing
- Must have no criminal record
- Must have no history of substantiated child abuse or neglect
- Bilingual capabilities preferred