

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

CHILD CARE WORKER

JOB DESCRIPTION

Employees in this job perform a variety of duties necessary to maintain a safe and therapeutic environment for juvenile patients in children's programs at state psychiatric facilities. The work involves the provision of individualized therapeutic experiences planned for each patient, and the performance of related supportive record-keeping functions.

There are two classifications in this job.

Position Code Title – Child Care Worker-E

Child Care Worker 8

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of child care worker duties while learning the policies and procedures of the facility and appropriate methods of interacting with patients.

Child Care Worker E9

This is the experienced level. The employee performs a full range of child care worker assignments requiring the use of judgment to make decisions where alternatives are determined by established policies and procedures.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Serves as a member of the patient treatment team with responsibility for assisting in treatment plan development.

Implements specific aspects of the treatment plan for individual patients through day-to-day interactions, teaching and developing self-care and social skills, and organizing and participating in appropriate group or one-to-one activities.

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Makes entries on patients' charts and writes reports based on observation of children's general physical condition, behavior, mood changes, interactions with others, restrictions placed, and unusual incidents.

Reports orally or in writing on overall patient progress to treatment team members.

Monitors patient activity in living areas, maintaining alertness to manage problem situations.

Accompanies patients to appointments and on outings outside the facility.

Accounts for the whereabouts of patients in the assigned area; prepares census forms and documents authorizing leave; conducts bed checks.

Intervenes verbally with patients to defuse aggressive, disruptive behavior.

Intervenes physically with patients as necessary to control aggressive, assaultive behavior.

Performs and assists patients in performing light housekeeping and laundry duties.

Conducts visual inspections of the living area to remove any hazards and maintain a safe and healthy environment.

Maintain inventories of the personal belongings of patients.

Assists in orientation of new patients to facility life by explaining rules, expectations, and daily routines.

Attends in-service training programs as required.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level and considerable knowledge is required at the experienced level.

Knowledge of the causes and symptoms of emotional and mental disorders of children.

Knowledge of methods for implementing child care program objectives.

Knowledge of the rights of patients.

Knowledge of behavioral characteristics of juvenile psychiatric patients.

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Ability to follow oral and written instructions.

Ability to interact positively with patients.

Ability to observe and report information for clinical and program staff decisions.

Ability to maintain appropriate attitudes and conduct necessary to the welfare of patients.

Ability to maintain records and prepare reports.

Ability to communicate effectively.

Working Conditions

Employees work directly with patients in a residential care hospital environment providing 24-hour care.

Some jobs require an employee to work in a hostile environment.

Some jobs are located in a mental health facility.

Physical Requirements

The job duties require an employee to handle the physical demands of the work including lifting and restraining patients, considerable walking, and aggressive behavior management procedures.

The job duties require an employee to be absent of any physical limitation which would impair effective performance in the Department of Community Health.

Education

Completion of two years of college (60 semester or 90 term credits), including 15 semester (22 term) credits in one or more of the following human service areas: psychology, sociology, social work, nursing, special education, audiology, speech pathology, recreation therapy, music therapy, speech therapy, occupational therapy, physical therapy, child care, or child development.

Experience

Child Care Worker 8

No specific type or amount is required.

Child Care Worker E9

One year of experience equivalent to a Child Care Worker 8 and completion of the Department of Community Health's approved training program.

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Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
CHICARWKR

Job Code Description
Child Care Worker

Position Title
Child Care Worker-E

Position Code
CHCRWKRE

Pay Schedule
U11-012

ECP Group 1
Revised 6/1/06
TeamLeaders