

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**CHILD CARE WORKER**

**JOB DESCRIPTION**

Employees in this job implement aspects of individualized therapeutic treatment plans for juvenile patients in children's programs at state psychiatric facilities and perform related record-keeping functions.

**Position Code Title - Child Care Worker-E**

Child Care Worker 8

This is the entry level. The employee performs a range of Child Care Worker assignments while learning the methods of the work.

Child Care Worker E9

This is the experienced level. The employee performs a full range of Child Care Worker assignments and uses independent judgment to make decisions in specific work situations.

**Position Code Title - Child Care Worker-A**

Child Care Worker 10

This is the advanced level. The employee functions as a lead worker overseeing the work of lower-level Child Care Workers and performing experienced-level Child Care Worker assignments; or as a senior worker performing the most complex Child Care Worker assignments.

**NOTE:** Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

**JOB DUTIES**

**NOTE:** Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

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

Teaches and develops self-care and social skills.

Organizes and participates in appropriate group or one-to-one activities.

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 patients progress to treatment team members.

Monitors patients' activity in living areas and remains alert to manage problem situations.

Accompanies patients to appointments and outings outside the facility.

Accounts for the patient's whereabouts in the assigned area, prepares census forms and documents authorizing leave, and conducts bed checks.

Intervenes with patients verbally and physically to defuse and control aggressive, disruptive behavior.

Performs and assists patients with light housekeeping and laundry duties.

Conducts visual inspections of the living area; removes hazards and maintains a safe and healthy environment.

Maintains inventories of patients' personal belongings.

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 and other duties as assigned.

### **Additional Job Duties**

#### **Child Care Worker 10 (Lead Worker)**

Assigns work to lower-level Child Care Workers.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

Prepares and maintains records related to the work.

#### **Child Care Worker 10 (Senior Worker)**

Regularly performs the most complex and difficult Child Care Worker assignments in the work area.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the causes and symptoms of emotional and mental health conditions of children.

Knowledge of methods for implementing child care program objectives.

Knowledge of patient rights.

Knowledge of the physical, mental, and behavioral characteristics of the population served.

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

Ability to establish and maintain appropriate relationships, attitudes, and conduct with patients.

Ability to prepare and maintain records related to the work.

Ability to communicate effectively.

### **Additional Knowledge, Skills, and Abilities**

#### **Child Care Worker 10 (Lead Worker)**

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to prepare and maintain records related to the work.

## **Working Conditions**

Jobs require an employee to work directly with patients in a residential care hospital environment providing 24-hour care.

Jobs are located in a state psychiatric facility.

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

### **Physical Requirements**

The job duties require an employee to handle the physical demands of the work including lifting and positioning patients and using behavioral management techniques.

The job duties require an employee to be absent of any physical limitation which would impair effective performance.

### **Education**

Completion of two years of college (60 semester or 90 term credits), including 15 semester (22 term) credits in one or a combination of the following: psychology, sociology, social work, nursing, special education, audiology, speech pathology, recreation therapy, music therapy, speech therapy, occupational therapy, physical therapy, child care, child development, counseling and guidance, human services, family relations, behavioral science, or a related field.

### **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.

#### **Child Care Worker 10**

Two years of experience equivalent to a Child Care Worker, including one year equivalent to a Child Care Worker E9.

### **Alternate Education and Experience**

#### **Child Care Worker E9**

Three years of experience as a Youth Specialist including one year at the E9 level may be substituted for the education and experience requirements.

**NOTE:** Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

### **Special Requirements, Licenses, and Certifications**

See individual position descriptions.

### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

#### **Job Code**

CHICARWKR

#### **Job Code Description**

CHILD CARE WORKER

#### **Position Title**

Child Care Worker-E

Child Care Worker-A

#### **Position Code**

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#### **Pay Schedule**

U11-012

U11-026

01/05/2025