

LINN COUNTY CLASSIFICATION

TITLE: COMMUNITY CHILD CARE WORKER

NUMBER: 760

PAY RANGE: 01

CATEGORY: OPEU

APPROVAL ORDER

NUMBER: 2000-448

DATE: October 25, 2000

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Worker provides child care of individual children and small groups of children. The children may be experiencing behavior problems, be victims of abuse or neglect and/or have developmental delays. Individual may facilitate informal play groups in addition to monitoring free play activities and must be able to describe client behaviors to clinically trained staff to assist in the determination of the current level of functioning.

SUPERVISION RECEIVED: Works under the general supervision of the Program Manager or the Supervising Mental Health Specialist. Clinical supervision may be provided by the program supervisor or delegated to clinically trained staff. Work is reviewed for effectiveness and adherence to prescribed standards. As expertise is demonstrated, greater independence of action may be allowed.

SUPERVISION EXERCISED: Supervision of other employees is not a responsibility of positions in this classification.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Facilitate informal children play groups.
2. Provide child care for children clients when parents are receiving mental health services.
3. Develop and maintain effective, harmonious and reasonable work relationships with others.
4. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

5. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Ability to provide behavior management of children, meeting individual client needs. Ability to express empathy to clients while also setting limits for appropriate behavior. Ability to describe client behaviors to clinically trained staff so as to assist in the determination of the current level of functioning. The ability to easily establish rapport with a wide variety of individuals will be an asset to this position. Ability to use word processing as required by the position.

EXPERIENCE, EDUCATION AND TRAINING: Academic preparation is not required for person in this classification, but preferred. Experience in dealing with emotionally disturbed children is desirable. Good communication skills necessary. Personal maturity is desirable.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move 30 pounds.