

INTERMITTENT CHILD CARE WORKER

Orange County Mentors for Youth is seeking qualified candidates to work in an intermittent Child Care Worker position in one of our three residential group homes serving adolescent boys from the ages of 13-17 years of age. An intermittent employee is an employee who performs intermittent service on an as-needed basis; the hours are not guaranteed and can range from 0-40 hours per week. Homes are located in Anaheim, Orange and Fullerton. Homes operate on a 24 hour basis. Shifts include and are not limited to 6a-2p, 2p-10p, 10p-8a. Availability of hours varies. This position is not eligible for benefits.

Position Description

Under the direct supervision of Program Managers, the Intermittent Child Care Worker's task is to create a safe and caring therapeutic environment for high-risk youth in our group homes. The position requires an individual who can actively contribute to a positive, stable, responsive and responsible environment for change.

Major Areas of Responsibility

All work is performed in accordance as set forth in Title 22, regulation 84065.

Responsible for monitoring the behavior and activities of each client; reports any concerns regarding the health, safety, or well being of a client to the appropriate authority. Serves as a positive role model; utilizes approved behavior modification techniques to help clients learn desirable behaviors; provides positive reinforcement and support to clients. Conducts and participates in basic life skills activities. Provides clients with training or assistance with basic daily living skills such as: grooming etc; uses color/point system to reward positive behavior. Assists in the planning and implementation of individual treatment plan; supports client goals; encourages and assists clients in achieving their goals.

Processes admissions and discharges for clients; orients the client to the facility; explains rules, policies and procedures.

Completes required program documentation. Completes reports as required; daily, weekly, monthly etc. Documents service activity notes daily on clients' activities, behavior patterns, and changes in behavior patterns, medications. Reviews and documents in shift report logs, shift logs, files etc. Obtains required program information; inventories client valuables.

Administers medications; supervises self-administered medications. Conducts security/safety checks; monitors clients for contraband such as knives, razors, belts; conducts searches; removes dangerous items. May shop for supplies/clothing for clients; assists with the preparation and dispensing of snacks and meals.

Participates in meetings as required; converses with staff on client's progress or lack of progress. Performs general office duties; answers telephones; communicates with the public, police, Social Services Agency, Probation Department, Community Care Licensing, hospitals etc; links clients to needed services; makes doctor appointments; files, types, copies; receives food shipments; order supplies etc. Performs general cleaning responsibilities such as laundry, mopping, garbage removal etc.

Attends training/ mandatory in-services as required.

Verbally controls verbally abusive and aggressive clients. Communicates effectively with suicidal, mentally, emotionally, and/or psychologically disturbed clients in person to diffuse potentially life-threatening situations. Transports clients to other agencies, hospitals, homes, community activities, AA meetings etc.

Plans, develops, implements and/or conducts therapeutic social, educational/vocational, life skills, and recreational/physical fitness activities or programs for individuals, groups, and families. Facilitates or co-leads daily group activities such as problem solving, goal planning, self-esteem, interpersonal skills, behavior management, etc.; prepares activity calendar.

Plans, organizes and/or supervises group outings/special functions; contacts outside agencies /organizations/businesses for donations, tours, etc.; coordinates volunteers. May coordinate vocational services and act as a job coach.

Ensures compliance with standards and security safeguards such as room checks; removal of dangerous items.

Performs other related work as required.

Minimum Qualifications

- Possession of a high school degree or equivalent and 2 years of related experience working with children or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:
 - Some knowledge of the human services field and the application of basic client care skills. Ability to defuse potentially dangerous situations, and remain calm in an emergency. Ability to utilize behavior management techniques and serve as a role model. Ability to communicate effectively in person and in writing with the public, clinical professionals, and outside agencies. Ability to prepare and maintain written documentation. Some knowledge of the juvenile justice system and CINS/FINS programs preferred.
 - Ability to operate a motor vehicle to transport clients. Ability to perform light housekeeping responsibilities. Ability to operate standard office equipment and standard household appliances.
 - Ability to handle verbally and/or aggressive clients to ensure the safety and well being of the client, other clients, and employees in the home. Ability to communicate effectively with suicidal, mentally, emotionally, and/or psychologically disturbed clients in person.

Physical Requirements

- While performing the responsibilities of the job, the employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl.
- Ability to perform moderate physical work, exerting up to 50 pounds of force occasionally and 10-20 pounds frequently.
- Ability to drive company vehicle while on duty.

Necessary Special Requirements

Possession of a valid driver's license, proof of personal automobile insurance, and have acceptable driving record to drive company vehicle and/or use personal vehicle for company business.

Complete mandatory background check prior to offer of employment. Must have valid CPR certificate and First Aid certificate and updated as required.

Complete 40 hours of job specific training and a specified number of hours annually.

Compensation

Pay ranges between \$10-\$12 an hour depending on education and work experience.

Contact Information

E-mail resumes to HRMentors4Youth@gmail.com or

Fax resumes - Attention: Human Resources (714) 939-1062 (fax only).

This is an on-going recruitment and we will be taking resumes on a continual basis until needs of organization are met. Questions and inquiries can be directed to HRMentors4Youth@gmail.com.