

POSITION: Child Care Specialist

POSTING # 5030-1218ksa

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: Child Care Specialist

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REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

STARTING GRADE: 502

Step A: \$15.19 – Step G: \$17.06 per hour / \$1,215.70 - \$1,365.34 Bi Weekly

Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: December 13, 2018

CLOSING DATE: *Open Until Filled

*All applications received by December 27, 2018 will be screened by the HR Office. Those applicants meeting the specified qualifications will be referred for a hiring interview. The Human Resources Office will continue to consider qualified candidates as needed until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Under the direction of a Program Manager, provides client support services by supervising children, some of whom may be special needs children, in a therapeutic childcare setting.

DUTIES INCLUDE:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise clients' children in a therapeutic child care setting.
2. Coordinate the Therapeutic Child Care Program as directed by the program manager, which may include coordinating schedule and activities for part-time child care specialists.
3. Assist in developing child care program curriculum.
4. Maintain organization of assigned clinic systems; ensure the children's program environment is safe, hazard-free, and nurturing.
5. Assist in admitting and releasing clients and their children into or from the treatment setting.
6. Assist in the provision of client and child transportation.
7. Assist in gathering pertinent information regarding previous admissions, psychological, and physical condition.
8. Coordinate with clients, therapists, and other staff regarding children's placement and program participation.
9. Assist clients in arranging necessary support services for children including transportation, mental health care, parenting skills development, and medical care.

10. Provide parenting skills development and behavior management skills development to clients.
11. Document all child care services in electronic health records system within 72 hours of service.
12. Assist in scheduling meetings as directed by Program Manager.
13. Compile information into usable forms and/or report and maintain hard copy, computerized files, records, books, and indexes.
14. Provide appropriate information to department personnel and personnel in other County departments as needed.
15. Supervise and monitor client conduct.
16. Document client activity and service delivery per program expectation.
17. Develop comprehensive treatment plans, In conjunction with the program staff.
18. Coordinate and interact with community agencies, the court system, and various public agencies.
19. May assist in the distribution of medication, meals, clothing, and hygiene items for clients.
20. May perform research and verify information on reports or in electronic health record; correct errors as needed.

EVALUATION AND SELECTION FACTORS INCLUDE:

- Knowledge of early childhood development, childhood development, and developmental needs of special needs children
- Knowledge of basic behavior management techniques and skills
- Basic knowledge of interviewing methods and techniques, social casework principles and methods, and substance abuse treatment
- Knowledge of Federal, State and local ordinances and policies regarding therapeutic issues
- Knowledge of modern office practices and procedures
- Skilled in reading, writing, and basic math
- Skilled in word processing, basic computer programs, and basic PC operation
- Skilled in document composition
- Skilled in interpersonal communication
- Skilled in use of crisis intervention techniques
- Skilled in preparing treatment plans and in discharge planning
- Skilled in class development and presentation
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to coordinate multiple tasks efficiently
- Ability to communicate effectively verbally and in writing
- Ability to maintain files, records, and reports
- Ability to identify and assess symptoms relating to assigned treatment program

REQUIREMENTS FOR EMPLOYMENT:

Required Education and Experience

1. High School Diploma or equivalent.
2. Two (2) years of related work experience.

Preferred Education and Experience

1. Preference may be given to candidates with child supervision experience in daycare or a therapeutic setting and/or equivalent course work in an accredited educational program.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.