

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CHILD CARE SPECIALIST
CLASS CODE: 5030
EFFECTIVE DATE: 01/20/04 (New)
MARKET POINT: Based on applicable market study

DEPARTMENT: Health, Substance Abuse

JOB SUMMARY

Under direction, provides client support services by supervising children, some of whom are special needs children, in a therapeutic childcare setting in the Substance Abuse Division of the Health Department.

CLASS CHARACTERISTICS

This is the entry non-clinical classification level for direct client services.

ESSENTIAL FUNCTIONS

Supervises clients' children in a therapeutic child care setting.
Coordinates the therapeutic child care program as directed by program supervisor, which may include coordinating schedule and activities for part time child care specialists.
Assists in developing child care program curriculum.
Maintains organization of assigned clinic systems, ensuring children's program environment is safe, hazard-free, and nurturing..
Assists in admitting and releasing clients and their children into or from the treatment setting.
Assists in the provision of client and child transportation.
Assists in gathering pertinent information regarding previous admissions, psychological, and physical condition.
Coordinates with clients, counselors, and other staff regarding children's placement and program participation.
Assists clients in arranging necessary support services for children including transportation, mental health care, parenting skills development, and medical care.
Provides parenting skills development and behavior management skills development to clients often in clients' homes.
Answers questions and provides routine information and documentation as requested.
Assists in scheduling meetings as directed.
Compiles information into usable forms and/or reports and maintains hard copy, computerized files, records, books, and indexes.
Provides appropriate information to department personnel and personnel in other county departments as needed.
Supervises and monitors client conduct.
Maintains records of client activity and service delivery.
In conjunction with the primary counselor, develops comprehensive treatment plans.
Supervises case management activities including making referrals and collateral contacts with multiple community agencies.
Coordinates and interacts with community agencies, the court system, various public entities, AA/NA, and various other counseling and drug / alcohol treatment providers.

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ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Assists in the distribution of medication, meals, clothing, and hygiene items for the clients.

Performs research and verifies information on reports or in files and corrects errors as needed.

KNOWLEDGE, SKILLS and ABILITIES

Ability to maintain cooperative working relationships with those contacted in the course of work activities; Skill in reading, writing, and basic math; Skill in word processing and basic computer programs; Knowledge of modern office practices and procedures; Ability to communicate effectively verbally and in writing; Ability to maintain files, records, and reports; Skill in document composition; Ability to coordinate multiple tasks efficiently; and Skill in interpersonal communication. 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; Ability to identify and assess symptoms relating to assigned treatment program; Skill in use of crisis intervention techniques; Knowledge of Federal, State and local ordinances and policies regarding therapeutic issues; Skill in basic PC operation; Skill in preparing treatment plans and in discharge planning; and Skill in class development and presentation.

PHYSICAL DEMANDS

Regularly walk, stand, stoop, or sit on the floor; Frequently lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Occasionally physically restrain children; Often sit at a desk or table and type on keyboard; Use tools or equipment requiring a high degree of dexterity; and Regularly drive a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled building; Work exposes incumbent to contagious or infectious diseases; and Work exposes incumbent to potentially hostile situations.

EDUCATION AND EXPERIENCE

Equivalent to a high school diploma and two (2) year of related work experience. Preference may be given to those candidates who have some child supervision experience in daycare or therapeutic settings and/or equivalent course work in an accredited educational program. Selected applicants may be subject to, and must pass, a full background check.

LICENSING and CERTIFICATION

Incumbent must possess a valid State of Utah driver's license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.