



Child Care Specialist

Job Description

Department: Department of Drug and Alcohol
Prevention and Treatment
Position: Career Service
Grade: 502
Supervisory: No
Reports to: Program Manager - DDAPT

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.

Essential Functions

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.

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FLSA: Non-Exempt
Effective Date: 12/10/2018
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor

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.

Knowledge, Skills, and Abilities

- 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

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

Work is performed in an environmentally controlled building. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work may expose the incumbent to contagious or infectious diseases. Work exposes the incumbent to high stress situations including

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contact with clients and/or the public in confrontational, emotionally charged, or uncomfortable circumstances.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee occasionally physically restrains children. The employee is required to type, file and lift supplies and objects up to 50 pounds. The employee regularly drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to five (5) percent travel.

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.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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