

CHILD CARE WORKER

DEFINITION

To care for and provide supervision of infants and small children during clients' scheduled appointments, providing activities, games, story-telling and reading to children as appropriate.

DISTINGUISHING CHARACTERISTICS

This in a single-position class in which employee assignments are generally limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher-level employees.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Mental Health Counselor II.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Cares for, watches over, and supervises infants and small children during times of the day or evening when parents are scheduled for counseling.

Plans and provides activities, games and stories, and reads to children to occupy their time.

Supervises children during playground activities to ensure safety.

Watches over small infants while sleeping.

Changes diapers of infant children and supervises toilet activities and training for small children.

Prepares and serves snacks to children.

Provides First Aid as necessary.

Reports special behavioral or physical problems observed.

Maintains neat, clean and sanitary play and work environment; performs minor housekeeping and building/grounds maintenance duties as necessary.

Orders housekeeping and other supplies as needed.

Transports clients to and from various locations as requested by supervisor.

Performs general office work as required, including but not limited to answering telephone, copying documents, preparing and maintaining simple records and logs, etc.

Performs related duties as required.

QUALIFICATIONS:

Knowledge of:

Child behavior patterns and the needs of children.

Safety rules pertaining to child care.

Basic first aid principles and practices.

Principles of safe driving.

Ability to:

Learn, understand and apply pertinent policies, rules and regulations.

Understand and follow oral and written instructions.

Exercise initiative and independent judgment.

Care for and supervise the activities of infants and small children.

Maintain a sympathetic and kind attitude without emotional bias.

Maintain sensitivity to the problems and care requirements of special-needs children.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Maintain simple records and logs.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some experience and/or training working with infants and small children.

Training:

High school diploma or GED equivalent supplemented by additional training or course work in child development.

LICENSE OR CERTIFICATE

Requires possession of, or ability to obtain, an appropriate, valid California driver's license.

Classification Code:	6322221
Bargaining Unit:	40
FLSA Status:	Y
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"