

Job Description

Title: Child Specialist

Reports To: Children's Program Coordinator

Qualifications:

1. Graduate of an accredited college or university with a Bachelor's degree in social work, counseling, psychology, psychiatric nursing, human development or a closely related field; or

High school graduate with two years responsible employment history
2. Demonstrated abilities in child development and at least one year experience in providing care to individual and groups of children; and
3. Possession of a valid chauffeur's license.

Physical Demands:

While performing the duties of this job, the employee is regularly required to walk, speak, hear, write observe and respond to physical and emotional behaviors of the clients, including performing CPR and first aid. The employee must be able to handle or feel objects and lift or move materials, children or adults safely with hands and arms. This position requires operation of office machinery and telephones, and may occasionally be required to balance, stoop, kneel, or crouch.

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

Work Environment:

The employee performs the duties of this job in a clean, well-lighted, heated and ventilated office. The noise level in the work environment is moderate. There may be some exposure to hazardous bodily fluids.

Duties and Responsibilities:

1. Provide appropriate structured group care to children.
2. Follow all children's program requirements and specified activities.
3. Facilitate parent/child interactions and individual and group parenting sessions.

4. Attends weekly staff meetings and service training sessions on a regular basis.
5. Maintains current knowledge of co-dependency, substance abuse, and affective awareness education materials and provides implementation of these materials as directed by program coordinator.
6. Maintains required file documentation for each child participating in the program.
7. Completes required check-in and check-out procedures with parent/children entering/departing the program.
8. Completes daily rosters of program activities.
9. Under direction of program coordinator, completes transfers and discharges regarding program participants.
10. Participates in agency Quality Improvement Activities.
11. Other duties as assigned by Program Coordinator or Clinical Director.

Positions Supervised: None

Employment Requirements:

Adult and infant CPR certification and completed First Aid training within thirty (30) days of employment.

Must provide evidence that he/she is free of infectious and contagious disease, a physical exam and TB test prior to beginning employment and annually thereafter.

Meets weekly with Program Coordinator or designee for individual supervision in fulfillment of individual training plan.