



COLORADO RIVER INDIAN TRIBES

Human Resources

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Parker, Arizona 85344

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VACANCY ANNOUNCEMENT

November 12, 2019

#126-19

Department: Children's Residential Center (CRC)
Position: Lead Child Care Worker (Non-Exempt)
Reports To: CRC Director
Salary: \$13.00 - \$16.00 per hour

Job Summary:

Under general direction and supervision of the CRC Director, this position is an entry level position in a residential child care facility. Worker will assist with direct care supervision of children and provide appropriate interactions and personal care services for the Children's Residential Center. Performs related work as required.

Distinguishing Characteristics:

This classification is responsible for aiding the CRC Director with supervision of the Child Care Workers in coordinating applicable service, social, cultural, educational and community activities with children placed within the CRC. This classification is distinguished from other service classifications by its responsibility for supervising and participating in medical, therapeutic and social service meetings/ individual treatment planning of children's and adolescents.

Duties & Functions:

1. Coordinates, supervises and participates in the day to day activities of a residential shelter program and maintains effective staffing patterns to ensure quality care;
2. Provides direct child care in a manner that considers safety, children rights, cleanliness, comfort and ensures that a therapeutic environment is maintained by developing and communicating procedures with residents, family members and placement agencies;
3. Observes residents behaviors and consults with primary care physicians, placement agencies and family/guardians regarding needed services;
4. Encourages and facilitates children's participation in social/recreational, cultural, educational and other activities identified in their individual case plan;
5. Escorts and transports children in a safe and timely manner to approved activities as appropriate;



6. Develops, recommends and implements Children's Residential center's policies, standards, services and procedures;
7. Takes part in developing and implementing individualized treatment plans for children in residential shelter care and ensures services directives as followed in compliance with State/Federal/Tribal codes and standards.
8. Complies with agency's on-going staff training hour's requirements and assists staff and administrative meetings. Participates in the agency's Quality Review and Improvement System;
9. Ensures proper administration and documentation of non-prescription and prescription medication (excluding IV medications) as prescribed by licensed medical professionals;
10. Review progress notes and daily activities recorded in communication logs to ensure compliance with all regulations;
11. Reviews incident reports and informs appropriate placement agencies in a timely manner;
12. Ensures standards of care are maintained and monitors children's mental and physical health to enable appropriate treatment/intervention/prevention/referral of problems;
13. Assists in performing various interventions including referral for counseling, crisis intervention as well as physical management procedures as necessary;
14. Maintains children's records and prepares related reports and correspondence;
15. Develops and maintains working relationships with all CRC staff, including placement agencies, family members, guardians, advocates, etc.;
16. Uphold a confidential safe environment for consumers at all times and ensure the protections of consumer's privacy rights;
17. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.
18. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.

Required Skills and Abilities:

1. Demonstrated experience with early childhood development;
2. Ability to assist with functions and goals of residential care, including day, recreational/cultural and educational services;
3. Safety precautions used in transportation and consumer care;
4. Demonstrated knowledge of residential treatment care preferred;
5. Knowledge of State/Federal rules and regulations including Title 36 rules and regulations;
6. Knowledge of community resources and social service agencies;
7. Professional knowledge of Psychiatric disorders, psychotropic drugs and their side effects;
8. Establishing and maintain effective working relationships with professional staff, placement agencies, care givers, and community organizations.
9. Must have proven ability to supervise and mentor;
10. Ability to be on-call for after hour overage as needed;
11. Ability to work flexible schedule as needed: weekends, nights, days, evenings, partial shifts and holidays.
12. Ability to operate common office equipment and have basic word processing computer skills.
13. Ability to maintain a calm, non-defensive, supportive attitude during crisis or potential crisis situations;
14. Must be sensitive to the needs of at-risk Native American children.



Education & Experience Requirements:

1. High School Diploma or G.E.D. and three (3) to five (5) years experience in a children's residential care or early childhood educational setting and or education that pertains to childhood, education and/or other related field.
2. Preferred applicant will have certification as an Early Childhood Specialist or have a Bachelor's degree in early Childhood development or degree in a related field (Child Psychology, Social Work etc.) or be able and willing to take continuing education courses to obtain certificate within 2 years of hire.
3. Must possess a current valid driver's license throughout employment and be insurable under CRIT agency's automobile policy.
4. Obtain and keep current CPR and Standard First Aid Certification.

Physical Requirement:

1. **Must be at least twenty-four (24) years of age.**
2. Must successfully complete a drug screening test prior to appointment.
3. Must be fully ambulatory and able to lift consumers (be able to lift a minimum of fifty (50) pounds).
4. Must be able to climb stairs and assist consumer in moving household items if necessary.
5. Must be able to assist with light household chores (involving many physical activities, cooking, including but not limited to kneeling, reaching, stretching, bending, etc., and the use of household cleaners).
6. Must be able to endure extreme outdoor temperatures and sudden temperature changes.
7. Physically able to perform duties assigned.
8. Provide on-call after hour's coverage as needed.
9. Able to work flexible schedule as needed; weekends, nights, days, evenings, partial shifts, and holidays.
10. Must be able to demonstrate competency in the following areas; Operate an agency transport vehicle; annual dexterity to keep documentation records; able to visually and auditory monitor consumers; perform crisis intervention techniques to prevent behavior harmful to the consumers or other; assess and provide behavior management in crisis situations and call for assistance if needed; and able to physically perform First Aid/CPR.

Criminal History:

Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act. The Colorado River Indian Tribes/Children's Residential Center (CRIT-CRC) shall not consider for employment any candidate who has been convicted of a felony or misdemeanor that relates to or impacts the candidate's ability to perform the job duties of this class unless it is determined that mitigating circumstances exist. For purpose of accessing criminal history information the candidate will be fingerprinted.

The Children's Residential Center department may conduct a background check on the candidate prior to appointment to a position with this class. The background check may include personal and professional reference checks, credit history check, Social Security Number verification professional license/registration verification, military service information and riving history.



Information obtained in the course of this background check will be considered by the appointing authority in the selection process.

OTHER:

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing per the CRIT Employee's Handbook, Substance Abuse Policy.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

For Employment Application visit: <http://crit-nsn.gov>

Submit completed application to: **CRIT Human Resource Department
26600 Mohave Road
Parker, Arizona 85344**

APPLY:

COLORADO RIVER PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

