



COLORADO RIVER INDIAN TRIBES

Human Resources

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Parker, Arizona 85344

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VACANCY ANNOUNCEMENT

November 26, 2019

#47-19

Department: Children's Residential Center
Position: Child Care Worker – 2 Positions (Non-Exempt)
Reports To: CRC Director
Salary: \$11.00 to \$12.00 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 Lead Child Care Worker in providing social educational and community services/activities with designated consumers. This classification is distinguished for other service classifications by its responsibility for providing direct consumer care and consumer supervision as part of the treatment team.

Duties & Functions:

1. Provide direct consumer care in a manner that considers safety, consumer rights, cleanliness, comfort and therapeutic environment;
2. Communicates and interacts with program consumer on an individual and group basis;
3. Provides direct care for program consumers, provides support to team members and assist with reviews of care and appropriateness of case plans;
4. Ensure a safe and therapeutic environment is maintained by developing and communicating procedures with consumers, family members, placement agencies, visitors and staff;
5. Observes consumer's behaviors and consults with primary care physicians, agencies and family/guardians regarding needed services;
6. Provide consumer care as directed by the Lead and/or CRC Director;
7. Ensures proper administration and documented of non-prescription and prescription medication (excluding IV medications) as prescribed by licensed medical professionals;



8. Supervises and facilitates daily milieu services as assigned, such as assisting with activities of daily living skills, meal times, personal hygiene, educational and community groups, and activity therapy;
9. Assists assigned consumers in achieving daily goals, maintain healthy personal hygiene;
10. Provides on-going observation of all consumer behavior, immediately reporting any potentially dangerous situations to the supervisor on duty;
11. Observes and documents consumer taking of medication and their behavior on a daily basis during any unusual behavior to the supervisor's attention and advising next shift of any such behavior;
12. Provides safe, timely transportation of consumers to and from the facility and assigned duties;
13. Participates in the agency's orientation trainings, facility training and staff meetings as scheduled;
14. Complies with agency's on-going staff training hour's requirements;
15. Participates in the agency's Quality Improvement System;
16. Evaluates program supervises/functions and encourages consumers to participate in decision-making, counseling, social, recreational, cultural, day and other activities identified in their individual case plan;
17. Develops and maintains working relationship with all team members, including placement agencies, family members, guardians, fiduciaries, advocates, etc.; and
18. **Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.**
19. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

Required Skills and Abilities:

1. Experienced with mental or physical disability; experienced and able to work with mental or physical disability;
2. Functions and goals of residential care;
3. Safety precautions used in transportation and consumer care;
4. Community resources and social service agencies;
5. Establishing and maintain effective working relationships with professional staff, placement agencies, care givers, and community organizations.
6. Able to operate common office equipment and have basic computer skill, including word processing.
7. Ability to effectively communicate in English both in writing and verbally.
8. Able to positively interact and develop rapport with consumers and their families, professional support staff, and placement agencies and the various levels of staff from community agencies.
9. Able to maintain a calm, non-defensive, supportive attitude during crisis or potential crisis situations.
10. Ability to uphold confidential standards for the protections of consumer's privacy rights.
11. Sensitive to the needs of at risk Native American children and adolescents.

Education & Experience Requirements:



1. High School Diploma or G.E.D. and one (1) year experience working in an educational, social service, child care setting or relevant life or work experience with families and adolescents.
2. Must possess a current valid driver's license throughout employment and be insurable under CRIT agency's automobile policy.
3. Obtain and keep current CPR and Standard First Aid Certification.

Physical Requirement:

1. **Must be at least twenty-one (21) 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.



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.

