

**WATERFORD COUNTRY SCHOOL, INC.**  
**Quaker Hill, CT**

**JOB DESCRIPTION**

Position Title: Child Care Worker II

Reports To: Cottage Supervisor

Qualifications: An Associates Degree, or High School Diploma plus two years experience at Waterford Country School or comparable facility.

Working Conditions/Physical Demands:

Lifting of 25 pounds or less frequently required. Lifting of 25 pounds or more infrequently required. Majority of shift is spent in constant motion with long period of standing, walking, frequent bending, stretching, and repetitive motions. Occasional periods of working at a Video Display Terminal and repetitive motion with a computer keyboard may be required. Normal hearing and vision required with the ability to discriminate between colors. Must be able to communicate clearly and possess the ability to meet multiple job demands in a busy environment. May be required to operate Agency motor vehicles and transport children. May be required to lift and restrain residents; may have significant exposure to body fluids, assaultive/abusive clients. Protective clothing to be worn for universal precautions.

HIV/HBV Classification: Category 1

**This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this description.**

Basic Function:

Interaction with and the direct supervision of residents of this Agency. Planning and implementing activity programming and the administration of treatment programming as a Primary Counselor for one or more residents.

Duties and Responsibilities:

1. Supervise, counsel, train, orient, and evaluate all children under their supervision.
2. Ensure an appropriate environment where safety and security is maintained for all residents.
3. Take immediate corrective action as necessary and report all deficiencies in health standards, safety standards, and general housekeeping standards to the Cottage Charge Staff.
4. Ensure the basic needs of the residents assigned to their care are met. These needs include personal hygiene, nutrition, and personal comfort items such as clothing, and living conditions.
5. Supervise all aspects of daily routine, to include meals, wake-up and bed-time, showers, recreational activities, etc.
6. Ensure supervision of students is in accordance with the Waterford Country School Behavior Skills Development Program and Agency procedures.

7. Respond in accordance with Agency Procedure to situations, which require physical and/or emotional intervention with the residents.
8. Respond in accordance with Agency Procedures to all emergency situations, i.e., medical, fire, police intervention, etc.
9. Follow guidelines, as prescribed by the Agency Nurse, for the medical care of residents.
10. Maintain all necessary documentation including log books, incident reports, use of force forms, checklists, etc.
11. Prepare and present activities to be included in Extended Day Activity Programming.
12. Serve as a Primary Counselor to selected residents in accordance with written procedures.
13. Attend, and provide input in, Cottage Team Meetings. Assist in the development of Treatment plans through the Interdisciplinary Teams.
14. Maintain knowledge of and follow Agency policies and procedures as contained in the WCS Personnel Handbook, WCS Procedure Manual, and departmental manuals.
15. Function as a positive role model for all students and staff at the Waterford Country School.
16. Maintain awareness of and sensitivity to the cultural differences present among clients and staff of WCS and ensure that, through both personal interactions and the development and implementation of Agency programs, cultural needs are respected and supported and the delivery of services and staff functioning is free from any form of cultural, religious, racial or sexual insensitivity or bias.
17. Maintain a Connecticut or other home state Driver's License to transport residents in Agency vehicles.
18. Other duties as directed by Cottage Supervision or Residential Administrative Personnel.

Hourly, Shift Position

Rev. 7/00

I have received a copy of this job description

Signature\_\_\_\_\_

Date\_\_\_\_\_

Printed Name\_\_\_\_\_