

CLINTON COUNTY JOB DESCRIPTION

DIRECT CARE WORKER

All candidates must submit an electronic Clinton County Application for Employment accompanied by a resume, cover letter and references.

Only qualified candidates who are selected for an interview will be contacted.

TITLE: Youth Home Direct Care Worker

EMPLOYEE GROUP: NON-UNION – PART-TIME

SALARY RANGE: Hire Rate \$16.77 per hour

ADDITIONAL INFO: <https://www.clinton-county.org/178/Human-Resources>

APPLICATION DEADLINE: Open until filled

Supervised By: Staff Supervisor

Supervises: No supervisory responsibility

Position Summary:

Under the direct supervision of the Staff Supervisor, is responsible for the supervision, safety and security of youth during the assigned shift. Responsible for ensuring compliance with all policies and procedures of the facility. Performs minor maintenance and housekeeping tasks, including meal preparation.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists in the daily operation of the home and displays knowledge of facility policies and procedures.
2. Responsible for youth and facility safety and security on assigned shift. Ensures that all security and program policies and procedures are understood and followed.
3. Monitors activities to ensure safety of residents and youth in detention.
4. Professionally and clearly completes all required documentation, including daily communication logs.
5. Intervenes as necessary in crisis situations following policy and procedural guidelines.

6. Consistently exercises good judgment and exhibits emotional stability in presenting a calm and reasonable authority figure to youth.
7. Provides a positive professional role model for residents and youth in detention and maintains positive and appropriate relationships with youth.
8. Performs maintenance and cleaning duties as necessary to maintain the cleanliness of the facility, including meal preparation.
9. Implements or ensures that emergency procedures are initiated whenever necessary. Makes assessments and necessary arrangements to respond to emergencies or unusual activities.
10. Conducts various types of program activities and functions as a willing and enthusiastic participant.
11. May transport youth as circumstances require.
12. Works on-call as needed. May be required to cover additional shifts or work beyond scheduled time to ensure proper supervision of youth and understand that specific days or hours cannot be guaranteed and are subject to change.
13. Administers drug tests to residents of the facility. Dispenses medications to youth per physician's instructions.
14. Keeps current on required in-service training, certifications, and health screenings.
15. Assists the Staff Supervisor in preparing residents' files for State Licensing Audits and performs other records management tasks as instructed and directed.
16. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or equivalent and two years of experience in a facility in a child care institution, detention or juvenile residential treatment facility. Thirty semester hours of college-level coursework may be substituted for the experience requirement.
- The county, at its discretion, may consider an alternative combination of formal education and work experience.

- Michigan Vehicle Operator's License.
- Obtain certification in CPR, CPI and First Aid to maintain employment.
- Understanding of the principles and practices of managing at risk juveniles in a detention center, managing violent and mentally disabled youth, restraining youths, and enforcing rules and policy to youths.
- Knowledge of the juvenile justice system programs and practices, counseling juveniles, working with at risk juveniles and families, implementing treatments plans for juveniles and applicable local, state, and federal laws, rules, and regulations.
- Skill in assembling data, and preparing reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Demonstrated ability to maintain professional integrity and respect for those requiring juvenile services including the ability to lead and earn respect.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with county employees, contractors to the county, representatives of other governmental units, professional contacts, elected officials, residents and families and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite and database entry and report generation.
- Skill in the use of audio, video and surveillance equipment.
- Ability to respond to emergencies or service needs on a 24-hour basis.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in a juvenile detention facility. While in the facility, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile both in an office and detention facility setting with the ability to stand, sit, stoop and kneel, use

hands to finger, handle, or feel, and reach with hands and arms. The employee must lift or push/pull objects of up to 75 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee may work in dangerous physical restraint situations. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals and situations in the course of performing required duties. The noise level in the work environment can range from quiet to very loud.