



## JOB DESCRIPTION

Division/Department	<b>DCFS – Relative Home Assessment Services (RHAS)</b>	
Location	<b>Canoga Park, CA</b>	
Job Title	<b>RHAS Child Care Worker (CCW)(ON CALL)</b>	Reports to: <b>RHAS Program Manager</b>

Level/Grade	Type of position:	Hours: 10-12 hr/week (ON CALL)
	<input type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> <b>Non Exempt</b> <input type="checkbox"/> Exempt

### GENERAL DESCRIPTION

The Relative Home Assessment Services (RHAS) Child Care Worker (CCW) is under the supervision of the RHAS Program Manager and provides child care to RHAS participants' children. The CCW supervises children and monitors child care needs while using sound decision making and judgement skills. In addition the CCW engages and participates in recreational activities and play with children. The CCW may be required to provide food to children and change of clothes. The CCW must be prompt, personable, child-friendly and act professionally at all times. The CCW must be able to work cohesively with other team members, adhere to supervisor directions, and to follow the procedures and protocols of the Agency and the Department of Child and Family Services (DCFS).

### WORK EXPERIENCE & JOB REQUIREMENTS

- Observe and monitor children's play activities.
- Instruct children in health and personal habits such as eating, resting, and toilet habits.
- Read to children, and teach them simple painting, drawing, handicrafts, and songs.
- Organize and participate in recreational activities, such as games.
- Assist in preparing food for children and serve meals and refreshments to children and regulate rest periods.
- Organize and store toys and materials to ensure order in activity areas.
- Sterilize bottles and prepare formulas.
- Dress children and change diapers.
- Help children with homework and school work.
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts.
- Sanitize toys and play equipment.
- Discipline children and recommend or initiate other measures to control behavior, such as caring for own clothing and picking up toys and books.
- Work collaboratively with supervisor, other professionals and agencies.
- Have excellent time management and communication skills.
- Adhere to legal, ethical and professional practice standards including: consulting with a supervisor before making a child abuse report, communicating with an attorney, or taking action in any situation involving clinical, legal or ethical decisions.
- This position is required to learn and comply with Agency & DCFS policies, procedures and ethical standards, HIPAA laws and guidelines.
- Attend and participate meetings, trainings and supervision as requested.
- May be required to make mandated child abuse reports.
- Evening and weekend hours required.
- Must be able to Perform General Physical Activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Be culturally competent and sensitive.
- In accordance to with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.
- Must believe in and act in accordance with Agency's and the program's mission statements.

### QUALIFICATIONS & EDUCATION

- High school degree or its equivalent.
- Must be bilingual (English/Spanish).
- Must be willing to be trained on child abuse reporting.
- Ability to operate all standard office equipment.
- Strong sense of urgency, problem solving skills and ability to prioritize projects and multi-task with superb accuracy.
- Excellent communication skills
- Must have access to transportation/reliable automobile, valid California driver's license and insurance.
- Must be able to pass a Department of Justice criminal background check.
- Must have TB clearance.
- Must have strong organizational skills, and be motivated, detail-oriented and a self-starter. This position requires the ability to communicate effectively and efficiently/
- Childcare experience preferred.

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	<ul style="list-style-type: none"> <li>All employees, regardless of position, serve as role models for all clients who are served by our agency. Therefore, each employee must at all times be emotionally stable and able to function effectively with all clients who may have mental or behavioral health problems. The staff must be able to demonstrate appropriate daily behavior, expression of emotions, as well as role modeling. Hostility, aggression or unnecessary or inappropriate physical actions as well as inappropriate emotional expression are not acceptable.</li> </ul>	
	<p><b>COMMENTS</b></p> <p>Candidates must be able to work effectively with their team and supervisor, demonstrate adaptability, and have the ability to accomplish program goals and objectives. Candidates should demonstrate empathy, courtesy, interest, and a willingness to adhere to safety rules, as well as computer, email, internet and dress code policies. Must have reliable vehicle, California Driver License and vehicle insurance.</p> <p>Benefits, including health and 401(k), are provided after completion of probationary periods (30 days for health and 90 days for 401(k)).</p> <p>El Centro de Amistad provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, El Centro de Amistad complies with applicable state and local laws governing nondiscrimination in employment at every company location. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and training.</p>	
EMAIL RESUMES TO:	<b>Attn: Janette Lopez, RHAS Program Manager @ <a href="mailto:janette.l@ecda.org">janette.l@ecda.org</a></b>	