



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.
PARKER, ARIZONA 85344
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Eldred Enas, Chairman

January 12, 2012

#02-12

VACANCY ANNOUCEMENT

DEPARTMENT: CHILDREN'S RESIDENTIAL CENTER
POSITION: LEAD CHILD CARE WORKER (2 POSITIONS)
SUPERVISED BY: CRC DIRECTOR
SALARY: \$13.00 PER HOUR
CLOSING DATE: OPEN UNTIL FILLED

SUMMARY:

Under general direction and supervision of the CRC Director, performs direct child care work of routine difficulty providing therapeutic interaction and personal care services for consumers including children and adolescents with possible behavioral health issues. Performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This classification is responsible for assisting the CRC Director with supervision of Child Care Workers in coordinating applicable service, social, vocational, educational and community activities with designated consumers. This classification is distinguished from other service classifications by its responsibility for supervising and participating in medical, therapeutic and social service activities/treatment of consumers.

DUTIES/RESPONSIBILITIES:

- Coordinates, supervises and participates in the activities of a residential shelter program and maintains effective staffing patterns to ensure quality care;
- Provides direct consumer care in a manner that considers safety, consumer rights, cleanliness, comfort and that a therapeutic environment is maintained by developing and communicating procedures with consumers, family members, and placement agencies;
- Observes consumer's behaviors and consults with primary care physicians, placement agencies and family/guardians regarding needed services;

- Encourages and facilitates consumers participation in social/recreational, cultural, educational and other activities identified in their case plan;
- Escorts and transports consumers in a safe and timely manner to approved activities as appropriate;
- Develops, recommends and implements Children's Residential Center's policies, standards, services and procedures;
- Takes part in developing and implementing individualized treatment plans for consumers in residential shelter care and ensures service directives are followed in compliance with State/Federal/Tribal Codes and standards;
- Complies with the agency's on-going staff training hours requirement and assist at staff and administrative meetings. Participates in the agency's Quality review and Improvement System;
- Ensures proper administration and documentation of non-prescription and prescription medication (excluding IV medications) as prescribed by licensed medical professionals;
- Reviews progress notes and daily activities recorded in communication logs to ensure compliance with all regulations;
- Reviews incident reports and informs appropriate placement agencies in a timely manner;
- Ensures standards of care are maintained and monitors consumers' mental and physical health to enable appropriate treatment/intervention/prevention/referral of problems'
- Assist in performing various interventions including counseling, crisis intervention as well as physical management procedures as necessary;
- Maintains consumer records and prepares related reports and correspondence;
- Develops and maintains working relationships with all team members, including placement agencies, family members, guardians, fiduciaries, advocates, etc.,; and
- Performs other related duties and assignments are required.

KNOWLEDGE & SKILLS:

- Experience with mental or physical disability;
- Able to assist with functions and goals of residential care, including day, recreational/cultural and educational services;
- Safety precautions used in transportation and consumer care;
- Demonstrated knowledge of residential treatment care preferred.
- Knowledge of State/Federal/rules and regulations including Title 36 Rules/Regulations;
- Knowledge of community resources and social service agencies;
- Professional knowledge of Psychiatric disorders, psycho-tropic drugs and their side effects;

- Establishing and maintaining effective working relationships with professional staff, placement agencies, care givers, and community organizations.
- Must have a proven ability to supervise and mentor.

MINIMUM QUALIFICATIONS:

- Must be at least 24 years of age.
- Must possess a valid Arizona driver's license and be insurable under the CRIT agency's automobile policy.
- Must have a High School diploma or GED and five (5) years full time experience in behavioral health or working in a relevant field.
- Preferred Qualifications: Bachelor's degree in a behavioral health field from an accredited college; or a bachelor's degree in a related field (psychological, social work, early childhood education, etc.), plus one (1) year full time experience in behavioral health or working with relevant population.
- Ability to be on-call for after hour coverage as needed;
- Able to work flexible schedule as needed: weekends, nights, days, evenings, partial shifts, and holidays.
- Obtain and keep current CPR and Standard First Aid Certificate.
- Able to operate common office equipment and have basic word processing computer skills.
- Able to maintain a calm, non-defensive, supportive attitude during crisis or potential crisis situations.
- Uphold a confidential safe environment or consumers at all times and ensure the protections of consumer's privacy rights.
- Sensitive to the needs of at risk Native American children.
- Submit and pass a standard drug/alcohol screen.

PHYSICAL REQUIREMENTS:

- Must be fully ambulatory and able to lift consumers (be able to lift a minimum of 50 pounds).
- Must be able to climb stairs and assist consumers in moving household items if necessary.
- 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).
- Must be able to endure extreme outdoor temperatures and sudden temperature changes.
- Must be able to demonstrate competency in the following areas: Operate an agency transports vehicle; manual dexterity to keep documentation records; able to visually and auditory monitor consumers; perform crisis intervention techniques to prevent

behavior harmful to the consumers or others; 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 Department of Health Services (DHS) shall not consider for Employment any candidate who has been convicted of a felony 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 Department of Human Resources (HR) may also conduct a background check on the candidate prior to appointment to a position within 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 driving history. Information obtained in the course of this background check will be considered by the appointing authority in this selection process.

APPLY:

**C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

FOR EMPLOYMENT APPLICATION VISIT: <http://crit-nsn.gov>

INDIAN PREFERENCE: Under Title VII of the Civil Rights Act Section 701 (b) and 703 (i) explicitly exempts from coverage the preferential employment of Indians by Indian Tribes. Therefore, CRIT acknowledges and extends preferential treatment to enrolled CRIT members who qualify toward all employees or applicants based on race, color, sex, religion or national origin.

CRIT OFFERS: Health and Life Insurance, Pension Plan, Paid Holidays, Sick and Annual Leave. Pre-Employment Drug Screening is required.