

ISSUED: 6/93

& 12/92

CLASS

SALARY

SCHEDULE: B

CODE: PE507

SALARY

EEO

GRADE: 9

CODE: 50

FLSA: Exempt

E-

CLASS: PE

TITLE: Child Care Services Worker

UNION: P&A – Local 1979, U.A.W

POSITION PURPOSE

Provide in home based crisis intervention services for high risk families in support of programs and/or activities directed at child care and parenting methods and practices for a School, College and/or Center/Institute at the University.

ESSENTIAL JOB FUNCTIONS

- Participate in home based crisis intervention services for high risk families which includes instructing family members in specific child care needs, appropriate parenting skills and problem solving methods (i.e. home management, child development, nutrition and education services).
- Assess, evaluate and identify children at risk to potential family violence, neglect and/or abuse; diffuse family problems and violence by introducing clients to community resources and child care provider services to prevent out-of-home placement (i.e. foster care).
- Interface with and contact appropriate government agencies, i.e. Department of Social Services (DSS) to obtain client referrals and to submit assessment reports and client/worker satisfaction surveys. Maintain and process appropriate documents and records in an accurate and efficient manner.
- Maintain and monitor petty cash fund in support of specific client incidentals; maintain appropriate records as needed. Prepare and complete case files and paperwork assessing clients needs and services.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification is designed to provide specialized knowledge in the human services field, in particular, crisis intervention for high risk families (i.e. substance abuse, violence, etc.) in an effective and efficient manner. Work activities include providing in-home services to client families over a four week period. Such work includes providing parenting skills and problem solving methods (i.e. child development, home management, nutrition and education services) that are designed to strengthen the family unit and reduce the incidences of foster-care placement. Human relations skills are critical in understanding, counseling and meeting client parent needs. This classification is generally assigned to a child development unit, e.g. Parents and Children Together (PACT), Department of Sociology, or the Merrill-Palmer Institute for Family. This classification reports to and receives work direction from a research professional position.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university in social work, child development, sociology or related field or an equivalent combination of education and/or experience.
- Some knowledge of community resources.
- Some knowledge of and experience in crisis intervention techniques, child development and interaction with high risk families.
- Good oral and/or written communication skills.
- Some experience in providing in-home based services.
- Ability to communicate effectively with others in order to understand, counsel and meet child care needs of parents from high risk dysfunctional family units.
- Typically, incumbents have held intern positions in a public agency.