

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. CHCRWKREA36R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-HAWTHORN CTR NORTHVILLE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Hawthorn Center
4. Civil Service Position Code Description Child Care Worker-E	10. Division Clinical Support
5. Working Title (What the agency calls the position) Child Care Worker	11. Section Nursing
6. Name and Position Code Description of Direct Supervisor ; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor PETTI, VICTORIA L; SENIOR EXEC HOSPITAL DIRECTOR	13. Work Location (City and Address)/Hours of Work 18471 Haggerty Road, Northville MI / Part time, various hours. Weekends.
14. General Summary of Function/Purpose of Position The Child Care Worker is responsible for providing direct care service to children and adolescents under the supervision of a registered nurse. The Child Care Worker maintains a safe and therapeutic environment for the patient/patient group. The Child Care Worker provides physical care, support, guidance and supervision in daily activities consistent with the treatment plan and milieu program. The Child Care Worker implements aspects of the treatment plan through patient interactions, teaching and developing self care and social skills and organizing and participating in patient activities.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage: 70**

Contributes to the enhancement of therapeutic relationships with patient at all times.

Individual tasks related to the duty:

- Assists patients in activities of daily living, provides and maintains guidance, support and supervision of patients.
- Actively participates in the implementation of the nursing care consistent with the treatment plan and hospital policy, as evidenced by completion of assigned duties. Implements policies and procedures to insure rights and safety of patients.
- Participates in developing and implementing program objectives and activities consistent with the treatment plan and milieu program.
- Incorporates basic growth and development concepts in planning and implementing activities of daily living.
- Insures confidentiality of patient information.
- Carries out special precautions according to policy/procedure.
- Informs RN/RN Supervisor of signs of symptoms of illness, injuries and/or emergencies; threats of self-harm, feelings of depression or other unusual behavior of patients.
- Initiates therapeutic/de-escalation techniques and implements physical management as appropriate using the least restrictive intervention.
- Obtains resources needed for patients and program.
- Accounts for the whereabouts of all assigned patients.
- Maintains inventories of patient personal belongings.
- Assist in orientation of new patients.

Duty 2

General Summary: **Percentage: 10**

Demonstrates and maintains accountability for providing care and for own professional actions.

Individual tasks related to the duty:

- Maintains therapeutic and professional relationships with patient at all times.
- Uses knowledge of child/adolescent development.
- Utilizes psychiatric principles in interactions with patients/group.
- Acts as a role model for patients.
- Uses the least restrictive measures to intervene when patient/group behavior dictates intervention.

Duty 3

General Summary: **Percentage: 5**

Provides patient care within the context of a therapeutic milieu.

Individual tasks related to the duty:

- Monitors that environment is safe and clean.
- Reports needed repairs of physical plant.
- Reports environmental hazards and adverse conditions.
- Monitors visits, assists with security surveillance of hospital and grounds.
- Ensures therapeutic communication with patients and across disciplines.
- Manages sharps/toxins in accordance with hospital policy.
- Performs light housekeeping and laundry duties as assigned.

Duty 4

General Summary: **Percentage: 5**

Maintains a safe and therapeutic environment.

Individual tasks related to the duty:

- Communicates observations and patient needs while collaborating with the interdisciplinary team members in providing care to patient/group.
- Uses effective verbal and written communication skills.
- Demonstrates ability to record observations in accordance with stated charting procedures including injury/incident reports as required.
- Utilizes established channels of communication.
- Participates in patient specific meetings, providing verbal or written input on patient progress.
- Documents patient participation in program activities.
- Possesses computer skills that allow for data entry into the electronic medical record.

Duty 5

General Summary: **Percentage: 5**

Communicates and collaborates with interdisciplinary team members in providing care to patient/group.

Reports patient progress to treatment team members orally or in writing.

Individual tasks related to the duty:

- Demonstrates knowledge of policies and procedures.
- Attends and participates in staff development programs, treatment team meetings and department in-services.
- Other duties as assigned.

Duty 6

General Summary:

Percentage: 5

Performs related work as assigned.

Individual tasks related to the duty:

- May assist with orientation, in-service and quality improvement activities as directed or assigned.
- Transports patients to activities and appointments outside the facility.
- Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

When the supervisor is not immediately available such as during an off grounds activity, the Child Care Worker may make judgments related to safety and welfare of patients based on experience, knowledge and Hawthorn policies, procedures and practices.

17. Describe the types of decisions that require the supervisor's review.

Decisions that require clinical judgment and/or administrative judgment would be referred to the supervisor.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Child Care Workers spend the majority of the shift inside the building. Day and afternoon staff spend 15-25% in outside activities. Physical activities include walking (40%), sitting/standing (40%), stooping, climbing and lifting. The Child Care Worker may be involved in restraining patients and aggressive behavior management procedures. When performing physical management of patients, the Child Care Worker may be required to lift over 50 lbs. Requires upper body strength to perform CPR. Good vision and hearing are essential for supervision of children.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

Essential duties include:

- 1) Direct supervision of patients in program activities including milieu, school.
- 2) Implementation of treatment plan, nursing care and special precautions.
- 3) Report of incidents, patient behavior and documentation of such.
- 4) Participation with patients in developmental age appropriate and recreational activities.
- 5) De-escalation and physical transport/management of patients.
- 6) Transportation and supervision of patients at agencies, appointments and other external activities.
- 7) Ability to work irregular hours and overtime.
- 8) Computer skills.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New.

25. What is the function of the work area and how does this position fit into that function?

To provide care for emotionally impaired children and adolescents in an intensive treatment program. This includes maintaining a milieu setting which provides individual and group experiences to nurture areas of healthy function. Emphasis is placed on providing appropriate learning opportunities, therapeutic experiences and normal growth developmental experiences with the goal of preparing the child for return to the home/community.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Completion of two years of college (60 semester or 90 term credits), including 15 semester (22 term) credits in one or a combination of the following human service areas: psychology, sociology, social work, nursing, special education, audiology, speech pathology, recreation therapy, music therapy, speech therapy, occupational therapy, physical therapy, child care, or child development.

EXPERIENCE:

Child Care Worker 8

No specific type or amount is required

Child Care Worker E9

One year of experience equivalent to a Child Care Worker 8 and completion of the Department of Health and Human Services' approved training program.

Alternate Education and Experience

Child Care Worker E9

Three years of experience as a Youth Specialist including one year at the E9 level may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Desired experience: Work with children and/or willingness to increase knowledge and skills related to children with emotional disorders.

Minimum criteria include: Effective communication skills, team skills, interaction and problem solving skills and physical stamina to provide recreational activities and to perform physical management.

Knowledge of patient rights.

Ability to maintain appropriate attitude and conduct necessary to the welfare of the patients.

Computer skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of and a requirement to maintain a valid Michigan driver's license.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None.

I certify that the entries on these pages are accurate and complete.

PATTI GLENN

8/7/2020

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date