

COLLIER COUNTY, FLORIDA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: CHILDCARE WORKER – THERAPEUTIC RECREATION

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide direct supervision to a specific group of children/teens/adults with disabilities and to be present with that group at all times. Supervises the participants taken into their care, responds to emergencies and remains accountable for the welfare of the children at all times. Directs and responds to participants' activities and needs both indoors and at outdoor play areas.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Oversees the activities of the participants under supervision at all times in the facility. Supervises proper use, storage and care of equipment and supplies at the facility.

Follows safety procedures, utilizes safety equipment, and monitors environment to ensure safety of children, other employees, and other individuals.

Administer and/or assist in providing activities of daily living, i.e. toilet training, diapering, feeding, changing of clothes, applying sunscreen, and administering medicine per Parks and Recreation policies. Ensuring that participants are cleaned properly after using the restroom/diapering, and receive diaper changes when they are soiled in a timely manner. Aid in transitioning children from positions; i.e. lifting in and out of wheelchair, lifting from floor to standing position, on and off a changing table, and aid in adding stability while child is walking.

Reports major problems, concerns and accidents to supervisors and/or site director. Prepares accident reports, discipline reports, and attendance reports. Maintains a daily sign in/sign out record of all participants at the facility.

Prepares weekly schedule of events for the participants of the after-school programs including but not limited to arts and crafts, basketball, football, volleyball and soccer. Prepares for the daily activities such as setting up tables and chairs and/or picking up trash inside and outside of the facility.

Provides fair, consistent discipline; monitors the participants to ensure safety; communicates with parents; takes and records attendance; maintains sanitary conditions; organizes program supplies.

Adheres to rules, regulations and procedures on a daily basis including: proper disciplinary procedures; proper use and storage of equipment; the application of seizure training, medication administration, restraint training, first aid and CPR; attendance at any and all counselor meetings; proper and accurate use of time cards and reports and proper use of forms.

Creates an atmosphere of fun, cooperation, fairness and learning for the patrons of the after-school programs. Maintains good communications with supervisors, coworkers and parents.

Maintains offices, storage areas, vacuums; paints; cleans restrooms and counters; empties trash and sorts recycling items; stocks supplies; and sweeps floors.

May operate one or more of the following pieces of equipment: wheelchair, walker, adaptive equipment, telephone, computer, copier, fax machine, sports equipment, golf cart, cleaning equipment, television, VCR/DVD player, or other equipment as necessary to complete essential functions.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

MINIMUM QUALIFICATIONS

High school diploma or GED; one year working with children with special needs in either a camp or school setting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Ability to communicate in basic sign language is preferred. Must possess and maintain First Aid and CPR certifications. Fingerprinting required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

Leadership:

Customer Service:

Financial Accountability:

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate to high moderate physical effort in work, typically involving some combination of lifting, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing, stopping forward movement and/or pulling of objects and materials of moderate weight (50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally, or by sign language.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, electric currents, or rude/irate customers.

Collier County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.