



Grand County

Job Description

Title:	Crisis Nursery Worker	Job Code:	1325
Division:	Family Support Center	Effective Date:	9/2017
Department:	Attorney	Last Revised:	

GENERAL PURPOSE

Performs a variety of technical and supportive duties related to working with families in crisis situations by caring for young children that are using the Family Support Center facilities.

SUPERVISION RECEIVED

Works under the direct supervision of the Family Support Center Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Direct Care: Provides direct care for children including, but not limited to, meal preparation, changing diapers, and housekeeping duties. Prepares and coordinates age appropriate activities and curriculum. Works with families in crises at the center and over the crises line. Completes intake paperwork, scheduling children for use of the center and referral to other community resources/agencies.

Provides ongoing structured, stable, and interactive environment for children. Assists the children with living and daily hygiene needs. Addresses the children's daily physical and emotional needs.

Provides a safe, clean, and fair environment by engaging and monitoring youth to promote cooperation and compliance. Attends to potentially dangerous situations including facility and equipment damage. Provides transportation to youth for various locations in the community to assist in their service needs and return home arrangements.

Administrative: Assists with overseeing volunteers working in the Crisis Respite Nursery. Provides appropriate supervision based on child's safety needs. Maintains records of children and families using the center; attends meetings.

Completes intake paperwork and may refer the child to an outside agency. Completes case recording documentation and all pertinent information in individual client's records. Checks youth's belongings for weapons or contraband and confiscates unsafe or illegal materials.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from Highschool or equivalent;
AND
- B. Two (2) years of related duties;
OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of social casework principles for crises intervention and child abuse and laws. Basic computer skills. Human development, behavior, and child development principles. Laws concerning youth and resources or other services available in the community.

Considerable skills in crises intervention and behavior management. Working with children from infant to eleven years old. Use of office equipment including fax machines, phone systems, computers, and copiers.

Ability to be patient, show empathy, and multi-task while dealing with crises situation. Communicate effectively orally and in writing. Maintain records and required documentation for Crises Respite Nursery. Prepare and teach age appropriate activities for children using the center. Maintain confidentiality regarding clients in the center.

3. Special Qualifications:

Must be able to pass a background investigation. Must possess a current Utah driver's license. Must pass a pre-employment drug screening. Must obtain a CPR and First Aid certification, and Food Handlers Permit within three months of employment.

4. Work Environment:

Will work with youth and deal with certain working conditions that may cause exposure to biohazards such as human waste and vomit. Must be able to lift up to 50 pounds. Potentially stressful situations in daily work. Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Occasional exposure to environmental hazards resulting from on-site project inspections. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Periodic travel required in course of performing portions of job functions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)