



## **Direct Care Staff Job Description**

**ABOUT CASA DE ESPERANZA:** Casa de Esperanza de los Niños strives to break the cycle of child abuse and neglect for at-risk infants, children, and their families by providing comprehensive residential and family support programs that transform people and communities. Casa de Esperanza has provided quality residential, medical, and psychological care for infants and young children in crisis due to abuse, neglect or the effects of HIV/AIDS without charge since 1982.

**POSITION SUMMARY:** Direct Care Staff provide child-care and supervision to children in placement in the Casa de Esperanza Neighborhood. This care includes feeding, holding, comforting, and giving medications to infants and young children during an assigned day or awake overnight shift.

**HOURS:** Casa de Esperanza provides 24-hour residential care to children birth through six years old. Casa de Esperanza is currently hiring for:

-A full-time awake overnight position (11 p.m. to 7 a.m.)

-A full-time days position (7 a.m. to 3 p.m. or 9 a.m. to 5 p.m.)

**CLASSIFICATION:** Full Time/Non-Exempt (Hourly)

**EDUCATION:** High School Diploma or GED (minimum)

**EXPERIENCE:** Two years of previous child-care experience (minimum)

**QUALIFICATIONS:**

- Minimum age of 21 years old
- Fluent in written and spoken English
- Completed Application and References
- Cleared Background Check
- Cleared pre-employment drug screen. Clear random drug screens for duration of employment
- Completion of TB Screening
- Annual vaccination for Influenza

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Empathy for the needs of children in care
- Desire to serve the children in care
- Sound judgement and decision making
- Excellent work ethic
- Ability to establish and maintain positive relationships with others
- Flexibility
- Patience
- Strong communication skills
- Emotional regulation in high stress and high emotion situations

**REPORTS TO:** Neighborhood Supervisors

**ROLES AND RESPONSIBILITIES:**

- Provides care to infants, toddlers, and young children including:
  - Feeding, bathing, hair care, diaper changing
  - Responding appropriately to and managing behaviors demonstrated by the children
  - Playing with children
  - Planning, preparing, and serving meals to children
  - Maintaining children’s safety through supervision that is appropriate for the children’s developmental needs
- Meets the daily emotional needs of children by:
  - Providing consistent daily care, comfort, support, respect, stability, affection, and reassurance
- Manages the household by completing household duties including, but not limited to, cooking, cleaning, laundry and maintaining the house, and vehicle
- Meets the daily medical and therapeutic needs of children by administering medications to children as prescribed
- Maintains all standards of care and documentation within Casa de Esperanza’s policies and Residential Child Care Licensing Guidelines
- Additional responsibilities may be assigned at the discretion of supervisors

**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The position entails exerting up to 10 lbs. of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. The position entails frequently lifting/moving up to 40 pounds. The position involves sitting, walking, standing, and/or climbing stairs. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus. The employee must use oral communication with children; use auditory skills to assess and respond to children. The employee must be able to

maintain his or her emotional regulation in response to a child's potential outbursts or emotional distress. The employee must complete documentation on paper and electronically.