

Sisseton-Wahpeton Oyate

Job Description

Job Title: Child Care Worker

Program: Lighthouse Program

Supervisor: Lighthouse Director

Position Summary:

The Group Home Worker is responsible for providing a safe, healthy, positive, and productive environment for residents of the home, while respecting the rights of residents. This role involves daily care, guidance, and instruction, and requires cooperation as a team member, always prioritizing the best interests of the residents. The worker is crucial in supporting vulnerable children, by providing culturally sensitive and trauma-informed care within a structured setting.

Essential Duties and Responsibilities:

- Assisting residents in daily living activities, including cooking, cleaning, washing, dressing, and other related tasks.
- Performing activities necessary to maintain the cleanliness of the home.
- Ensuring residents adhere to policies and procedures, and recommending or initiating behavioral control measures.
- Preparing and serving meals to residents.
- Maintaining a log of residents' behavioral activities and reviewing previous shift logs for pertinent information.
- Participating in counseling or treatment of behavioral or physical disorders with residents as needed.
- Providing instructions to residents regarding desirable health and personal habits.
- Planning and leading recreational activities, and participating in or instructing residents in these activities.
- Escorting and driving residents to and from designated activities and appointments.
- Maintaining professional knowledge through attending meetings, training, educational workshops, classes, and conferences.
- Advising and assisting in individual development efforts by identifying problems/issues and referring them to a supervisor.
- Performing other job-related duties as assigned and contributing to a team effort.
- Supervising and offering guidance in daily activities, including chores and study time.
- Interacting positively and appropriately with residents, offering emotional support and encouragement.
- Supporting and implementing trauma-informed practices of care.

- Serving as a positive role model and teaching appropriate social skills, such as public behavior, table manners, hygiene, and daily life skills.
- Adhering to agency program policies, operations manuals, handbooks, and personnel policies.
- Submitting all required documentation on time and keeping the supervisor informed of emergencies or unusual developments as soon as possible.
- Facilitating culturally relevant connections and supporting engagement in cultural practices and traditions. This includes understanding the importance of culture for identity and belonging.
- Engaging in open and non-judgmental dialogue with youth about substance use, and supporting them in accessing harm reduction services or other appropriate treatment options when they are ready.
- Collaborating with internal and external programs and agencies to address family and individual needs, such as mental health services, housing support, and educational programs.

Minimum Qualifications:

- Age: At least twenty-one (21) years of age.
- Education: A high school diploma or GED is required, with advanced education preferred.
- Experience:
 - At least 1 year experience working with children and youth is essential.
 - Work experience with children, seniors, or disabled individuals, or an equivalent combination of training, education, and work experience demonstrating the ability to perform the duties of the position, is also noted.
- Licenses, Certifications, and Special Requirements:
 - Current driver's license with a satisfactory driving record
 - Ability to meet tribal employer's insurance requirements for operating program vehicles (if applicable to a tribal setting).
 - Must maintain an alcohol and drug free lifestyle
 - Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED), Mandatory Reporting, and First Aid within the first six months of hire.
- All Federal background checks are required to determine suitability for hire

Knowledge, Skills, and Abilities:

- Ability to establish positive relationships with children, youth, and adults.
- Sensitivity to cultural differences among the organization's service population and staff. This includes knowledge of Indigenous peoples' history and cultural practices where relevant.
- Knowledge of the Indian Child Welfare Act (ICWA), which protects tribal governments' jurisdiction and prevents the breakup of Indian families by governing child custody proceedings for Native American children.

- Ability to work effectively with individuals and demonstrate leadership and teambuilding skills with empathy and enthusiasm.
- Good verbal and written communication skills.
- Ability to manage time, set priorities, and organize and follow structured routines.
- Ability to maintain privileged confidential information.
- Ability to work independently and meet strict timelines.
- Ability to work extended hours and various work schedules.
- Ability to travel within the interior/exterior boundaries of SWO
- Knowledge of Dakota traditions, language, history, and culture
- Knowledge of applicable federal, state, tribal laws, regulations, and requirements.
- Skill in providing superior customer service.
- Skill in providing homemaker services, including housekeeping, meal preparations, and laundry.
- Skill in providing bathing, dressing, and personal grooming assistance.
- Ability to handle challenging behaviors and support de-escalation

Physical Demands:

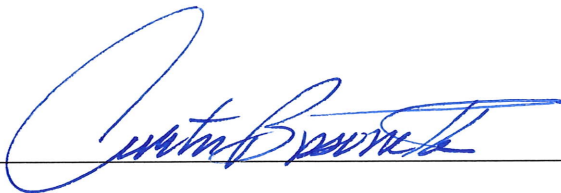
- Regularly required to encounter balancing, stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, and hearing.
- Requires visual acuity to operate motor vehicles and/or heavy equipment.
- Ability to lift up to 30lbs.
- Frequently required to stand, walk, sit, use hands; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

Work Environment:

- The worker is subject to environmental conditions, being protected from weather but not necessarily from temperature changes.
- Activities occur both inside and outside.

WAGE RANGE: Hourly- determined by experience

Approved _____



Date _____

7/6/24