

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

RESIDENTIAL CARE WORKER TRAINEE

POSITION CODE: 38279

Effective: 10-1-02

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, for a period of three to twelve months, participates in an agency sponsored course to gain knowledge of the functions of a Department of Human Services school or residential facility for residents, children with disabilities and/or adults with visual impairments; observes the work of the residential care staff and performs duties as assigned in a unit or area caring for and training residents in the development of social and independent living schedules; assists educators by working with residents in the classroom, as assigned; assists staff members in the supervision of residents both on and off the grounds, as assigned.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Participates in a trainee program designed to prepare trainees to work effectively with children with disabilities and/or adults with visual impairments; learns the functions and operational procedures of a residential facility; observes residential care workers and other staff members in caring for residents, in order to learn and develop skills and techniques for residential care of children with disabilities and/or adults with visual impairments, who may have multiple disabilities.
2. Successfully completes assignments in the care and training of residents in a unit or area of a Department of Human Services school or facility, along with the appropriate methods and procedures of application.
3. May assist in the classroom by performing such tasks as distributing materials to residents and working with residents on an individual basis, as directed.
4. Assists in assuring the safe transit of residents around institutional grounds by escorting them to classes, dining room, infirmary and to facility activities; assists in supervising the residents on field trips.
5. Instructs and oversees residents in personal hygiene and grooming tasks, wake-up, bed time and meal time routines, resident's clean up chores and resident's cleaning of the immediate unit; assists residents in developing skills in daily living, in order to function independently.

RESIDENTIAL CARE WORKER TRAINEE (continued)

6. Attends staff meetings where resident's progress is evaluated, participates in evaluation of residents, in a learning capacity, listens to the discussion of unit problems and suggestions for improvement.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledges, skills and mental development equivalent to an A.A. degree in child care, sociology, or human services or requires two years of experience in the care and supervision of children as could be gained in a day care facility or a Head Start Program.

Knowledges, Skills and Abilities

Requires the ability to travel.

Requires the ability to learn signing and how to communicate successfully when caring for residents who have hearing impairments, as determined by needs of the facility.

Requires the ability to learn proper lifting techniques in order to transfer handicapped residents to wheelchairs, as determined by needs of the facility.

Requires elementary knowledge of children and adolescents and their behaviors.

Requires elementary knowledge of recreational and occupational work with children and adolescents.

May require the ability to prove verification of freedom from communicable diseases.

Requires ability to successfully perform on-the-job training assignments.

Requires ability to use ordinary household tools and appliances.

Requires the ability to aid children and adolescents, who have disabilities and/or impairments, in their activities.

Requires, written and spoken knowledge of the English language and may require ability to speak and write a foreign language such as Spanish at the colloquial skill level in order to communicate with non-English speaking residents.

Requires ability to receive and assimilate instructions and training pertaining to working in a child and adolescent care program.