

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Occ. Code 8263100

Child Care Aide 1, Grade 9 8263100
Child Care Aide 2, Grade 12 8263200

Brief Description of Class Series

Child Care Aides function as parental substitutes and perform a variety of tasks in support of the habilitative and educational services provided to residential students whose primary disability is deafness or blindness. These tasks involve encouraging, guiding and training individuals in developing daily living skills and habits, taking care of their personal needs, assuring community integration, ensuring the health and safety of individuals, assisting in the educational process, and maintaining the service environment. These positions exist only in the School for the Deaf and School for the Blind administered by the State Education Department.

Distinguishing Characteristics

All positions are in the non-competitive jurisdictional class.

Child Care Aide 1: full performance level; under the supervision of a Child Care Aide 2, cares for blind or deaf children and adolescents in a residential education program; and assists and motivates individuals in their care to attend to their personal daily living needs and to further develop those educational, nutritional, social and personal skills to achieve the highest possible level of independent functioning in society.

Child Care Aide 2: first supervisory level; under the general direction of a higher-level supervisor or manager, supervises Child Care Aides 1; and oversees out-of-school activities for students in the residential program.

Related Classes

Direct Support Assistants provide a wide variety of person centered supports and services to individuals with developmental disabilities. These supports and services involve advocating for, encouraging, guiding and teaching individuals in expressing personal choice, developing daily living skills and habits, taking care of their personal needs, assuring community integration, ensuring for their health and safety, and maintaining a healthy, safe home environment. The supports and services performed depend upon the specific

abilities of the individuals being served and the nature of the setting where the activities are performed.

Mental Health Therapy Aides work in mental health facilities and medical centers and perform a variety of tasks related to the care, nurturing, treatment, education, socialization, habilitation, recovery, healing, and support of individuals diagnosed with a mental illness. Incumbents support, instruct, and assist individuals in developing the necessary skills to attain personal goals, live, be educated, work, and socialize successfully in the community.

Illustrative Duties

Child Care Aide 1

Ensures that students are properly housed according to established rules, regulations, standards and policies.

- Assures that hallways and gathering areas are free of obstacles such as toys and other objects.
- Changes or assists in changing bed sheets and clothing of students when soiled.
- Monitors health of students and reports unusual incidences to appropriate personnel such as a Nurse on duty or supervisor.
- May perform first aid for minor injuries.

Observes and supervises students participating in after-class and dormitory programs.

- Assists students in developing satisfactory work habits by encouraging and helping them complete tasks timely and efficiently.
- Continues education program by assisting and supervising students with out-of-class assignments.
- Continues disciplinary actions or behavior modification procedures initiated by school personnel.

Promotes independent practice of daily living skills by residents under their care.

- Orients residents to the surroundings of the dormitory and location of facilities.

- Teaches and reinforces accepted infection control and personal grooming techniques.
- Assists residents in clothing selection and dressing.
- Checks clothing for maintenance and laundering need.

Plans and participates in leisure and recreational activities with resident students.

- Assists higher level staff in selecting community inclusion and other leisure activities.
- Accompanies residents to events outside of the facility to ensure their safety and security.
- May drive a vehicle to transport residents to events.

Prepares periodic reports of student attendance, activities and problems.

Child Care Aide 2

May perform all of the same duties and functions as a Child Care Aide 1.

Supervises Child Care Aides 1 and volunteers in the care and habilitation of deaf or blind students in a residential setting.

- Schedules and assigns staff to specific activities to provide the most efficient and effective services.
- Maintains, posts and adjusts assignments based on availability of employees, the abilities of specific staff members and the particular requirements of the students involved.
- Instructs staff as to specific tasks to be performed and provides them with appropriate written guidelines if necessary.
- Observes staff carrying out assignments to ensure that instructions and guidelines are being followed.
- Meets with subordinates to discuss observations, deficiencies, new techniques, administrative matters or other circumstances that might affect the effective and efficient functioning of the unit.
- Maintains appropriate records of such items as time, attendance, level of performance, specific deficiencies, counseling sessions, and training needs.

- Trains staff in appropriate response to emergency or crisis situations.
- Supervises staff in managing and accounting for student funds and related records.
- Responds to program and work-related questions, problems, complaints and grievances.

Minimum Qualifications

Child Care Aide 1

Non-competitive: candidates must be able to read, write and speak English and must be able to follow written and spoken instructions and relate to the students supervised. Incumbents must be in good health and good physical condition.

Child Care Aide 2

Non-competitive: one year of experience in a position performing duties normally performed by a Child Care Aide 1.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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