

## NO RTEC JOB SPECIFIC SKILLS COMPETENCY

### ATTENDANT, CHILDREN'S INSTITUTION

DOT: 359.677-010 / O'NET: 68038 SVP 3

**Job Description:** Cares for group of children housed in city, county, private, or other similar institution, under supervision of superintendent of home. Physical Demands - Active w/ medium lifting, carrying, or moving (up to 50 lbs); General Educational Development - R3 M2 L3; Aptitudes - Average General Learning Ability, Verbal, Form Perception, Motor Coordination, and Manual Dexterity.

### CORE SKILL COMPETENCIES/INDICATORS:

1. Can demonstrate knowledge of related Federal, State, and local statutes as they pertain to foster/institution child care. (IN, S)
2. Can demonstrate knowledge of legal and organizational requirements pertaining to professional conduct and ethics. (IN, I, S)
3. Can demonstrate ability to work effectively and cooperatively with organization's staff and administration. (I, S)
4. Can demonstrate ability to meaningfully participate in and complete all in-service training, as required. (IN, I, S)
5. Can demonstrate knowledge of generally accepted techniques of child care and treatment. (R, IN, I, S)
6. Can demonstrate ability to supervise in all functions of the day-to-day care of children, including wake-up, grooming, meals, and lights out. (R, I, IN, S)
7. Can demonstrate ability to properly prepare and serve nutritious snacks and meals for children. (R, S, T)
8. Can demonstrate ability to facilitate group and individual housekeeping, educational, and recreational activities. (R, IN, I, S, T)
9. Can demonstrate ability to provide instruction and guidance to children regarding their personal and study habits. (R, IN, I, S)
10. Can demonstrate ability to understand and apply appropriate and consistent discipline practices with children. (R, I, S)
11. Can demonstrate ability to interact with children under institutional care with objectivity and freedom from personal bias. (I)
12. Can demonstrate ability to develop effective and meaningful relationships with the children. (IN, I)
13. Can demonstrate ability to be sensitive and receptive to the needs of the children, and respond appropriately. (IN, I, S)
14. Can demonstrate an understanding of limited authority by consulting immediate supervisor regarding the health or welfare of a child. (IN, S)
15. Can demonstrate ability to properly and accurately record observations and submit them to appropriate professional staff. (IN, S)
16. Can demonstrate proper procedure to report irregularities, illnesses, or problems encountered. (IN, S)
17. Can demonstrate ability to maintain a consistent work productivity level in a live-in, 24 hour setting. (R, IN, I, S)
18. Can demonstrate ability to be alert, remain calm, and respond reliably and consistently in stressful and/or critical situations requiring immediate action. (IN, I, S)
19. Can demonstrate and apply basic active listening skills. (R, IN, I)
20. Can demonstrate ability to follow directions, work independently, and to be open and flexible to change. (R, IN, I, S)