

84065.2 Personnel Duties

(a)

The facility manager(s) shall: (1) Meet the requirements of Health and Safety Code Section 1522.4(a)(1) through (3).

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(b)

Child care staff shall perform the following duties:(1) Supervision, protection and care of children individually and in groups at all times. (2) Assistance to each child in working with a group and in handling individual problems. (3) Administration of discipline and setting of limits for behavior. (4) Notation of the child's progress; identification of the possible need for professional services; and communication of such findings to professional staff. (5) Until they complete the 8 hours of training as required in Section 84065(i)(1), new child care staff hired on or after July 1, 1999 shall perform the duties as defined in Subsections (1) through (4) above while under visual supervision.

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(2)

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(3)

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(4)

Notation of the child's progress; identification of the possible need for professional services; and communication of such findings to professional staff.

(5)

Until they complete the 8 hours of training as required in Section 84065(i)(1), new child care staff hired on or after July 1, 1999 shall perform the duties as defined in Subsections (1) through (4) above while under visual supervision.

(c)

Social work staff shall complete or assist in the completion of the following for each child: (1) An intake study, as specified in Section 84068.1. (2) A needs and services plan, as specified in Sections 84068.2(a) and 84068.3. (3) A discharge plan, as specified in Section 84068.4. (4) Obtaining, developing, and recording of the information necessary for the completion of (1) through (3) above, as specified in Section 84070.

(1)

An intake study, as specified in Section 84068.1.

(2)

A needs and services plan, as specified in Sections 84068.2(a) and 84068.3.

(3)

A discharge plan, as specified in Section 84068.4.

(4)

Obtaining, developing, and recording of the information necessary for the completion of (1) through (3) above, as specified in Section 84070.

(d)

Support staff shall perform the following duties: (1) Office work. (2) Cooking. (3)

Housecleaning. (4) Laundering. (5) Maintenance of facility buildings, grounds, fixtures, furniture, equipment and supplies.

(1)

Office work.

(2)

Cooking.

(3)

Housecleaning.

(4)

Laundering.

(5)

Maintenance of facility buildings, grounds, fixtures, furniture, equipment and supplies.

(e)

Support staff duties shall not be assigned to child care staff unless such assignments are directly related to the care of the children, and do not interfere with the performance of their child care duties. (1) Household duties directed towards development of self-help skills may be performed by the children in placement. Participation in these duties shall be voluntary and specified in the needs and service plan. (2) No household duties shall go undone because a child refuses to participate.

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