

Youth Opportunity Center
Job Description

Title: CHILD CARE SPECIALIST

Supervisor: Cottage Manager

Qualifications:

- Must be twenty-one (21) years of age or older with a bachelor's degree in one of the human services; or twenty-one (21) years or older with a high school diploma or equivalency with experience in child care.
- Upstanding citizen in the community
- Must pass a complete Criminal History Background Check
- Valid Driver's License
- Drug Free
- Must possess the appropriate character, attitude, and moral values to be a positive role model for the children in our care.

Must be able to demonstrate awareness of the cultural and socioeconomic differences of our clients as well as values a nurturing family as the ideal environment; a commitment to empowering others to solve their own problems and a conviction about the capacity of people to grow and change; the ability to establish a respectful relationship with persons served to help them gain skills and confidence by maintaining a helping role and appropriately intervening to meet service goals; the ability to set appropriate limits.

Responsibilities:

Responsible for the direct supervision and care of the residents assigned to them.

- Knowledge of where the residents are at all times.
- Assures that the residents are safe.
- Monitors and oversees the residents' behavior.
- Makes sure that residents are on task.
- Provides fair, consistent, and prompt positive reinforcement for acceptable behaviors.
- Provides redirection, prompts, and creative consequences for negative behaviors.

Has knowledge of Youth Opportunity Center policies, cottage rules, and treatment program and implements them on a consistent basis.

- Understands and adheres to personnel policies.
- Understands and adheres to campus-wide policies and cottage rules.
- Understands and adheres to treatment program philosophy.
- Sets a positive example for other staff and residents by adhering to the policies.
- Actively holds others accountable for adhering to the policies.

Must attend all staff meetings, treatment team meetings, training for individual case reviews, and be an active participant in the resident's individualized treatment plan.

- Actively participates in meetings by voicing opinions, providing positive feedback, and offering suggestions.
- Has a working knowledge of their assigned residents -- background, treatment issues, education, strengths, weaknesses, etc.
- Understands and knows the specific treatment goals and actively participates in implementation.

Through observation and feedback, assists the counselor and cottage manager in the development of each resident's individual treatment plan.

- Provides verbal and written feedback through daily log and during staff meetings.
- Makes counselor and cottage manager aware of any issues that come up during the daily routine.
- Actively participates in the treatment plan process by being available for initials and reviews.

Follows the directives outlined in each resident's individual treatment plan, documents efforts, and provides on-going feedback to the cottage manager and counselor regarding progress.

- Has a working knowledge of each resident's treatment plan and demonstrates in the daily case notes, positive point sheets, and any other assigned documentation that directives are being followed.
- Provides verbal and written feedback on progress.

Follows-up on recommendations made by the cottage manager, counselor, shift supervisor, and program director.

- Accepts constructive criticism and tries to adapt in a positive way to meet the needs of the residents.
- Tries new techniques to address the needs of the population they serve.

Provides accurate and proper cottage documentation such as daily case notes, behavior documentation forms, positive point sheets, incident reports, restraint forms, runaway reports, time-out documentation, medication, etc.

- Correct spelling and grammar on all reports.
- Legible writing and signature.
- Follows instructions and completes all the documentation.
- Turns in all paperwork to the appropriate administrative personnel.

Monitors and assists residents with homework and assists with the supervision of on-grounds school.

- Checks each resident's assignment sheet when they come home from school.
- Sits with the residents while they are doing homework.
- Monitors the residents during study time.
- Offers assistance with homework assignments.
- Checks over completed homework to assure accuracy and returns it to the resident for corrections.
- Checks homework against the assignment sheet for completion and accuracy.
- Monitors the residents during on-grounds school.

Transports residents to appointments or activities as assigned.

- Has knowledge of all residents with appointments or activities for that day.
- Double checks to see that the residents are on the transportation list.
- Checks with transportation to make sure the transportation run will be possible.
- Makes appropriate arrangements for the transportation run, if it cannot be covered through the regular transportation schedule.

Assists the cottage manager in the development and implementation of the daily schedule, planned activities, and recreation.

- Gives feedback to the cottage manager regarding the daily schedule and planned activities.
- Assures that the posted schedule is implemented consistently.
- Gives input for activities and recreation.
- Actively participates with the residents during planned activities and recreation.
- Communicates any problems to the cottage manager.

Assists in maintaining the cleanliness of the cottage; which includes but is not limited to the cottage laundry, sweeping and mopping floors, kitchen, visitor restroom, etc., and ensures compliance with state regulations.

- Helps and models for the residents during chores, room cleaning, and field day.
- Helps residents stay on task as it relates to cottage cleaning.
- Checks chores after completion and helps teach the residents to do them correctly.
- Regularly keeps residents' and cottage laundry going throughout the day.
- Picks up after each shift -- no dishes left dirty, kitchen cleaned, office picked up, trash and belongings up off the floor, general area clean.
- Checks cottage compliance with inspection checklist.

Provides appropriate crisis intervention during emergency situations.

- Redirects residents during a crisis.
- Helps keep other residents calm or involved in the daily routine.
- Uses appropriate behavioral interventions during a crisis situation to include physical interventions when applicable.
- Assures that all the residents are safe.
- Provides the appropriate follow-up support to residents and staff (i.e., group session, life space interview, etc.)
- Gets all residents back into the routine.
- Completes the appropriate paperwork once the crisis is over

Completes all other duties as assigned.