



JOB DESCRIPTION

Job Title: Child Specialist

Effective date: 01/01/09

Supervisor: Family Teacher

Revision date:

Job Code:

FLSA: Non-Exempt

Department Code:

SUMMARY/GENERAL ACCOUNTABILITY

To provide daily assistance to the Family Teachers in providing a loving and caring home-like environment for youth between the ages of 0 to 18 through constant support and praise and with proper parental role modeling using the Family Teaching Model of care.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative

- Assist the Family Teachers with budget management
- Ensure prompt entry of significant events occurring with youth and enter into Youth Care treatment software to include house data, youth behavior and progress and medication logs
- Establish and maintain positive and professional relationships with community agencies and government officials
- Participate in key professional and community organizations as youth advocate
- Attend scheduled training and staff meetings
- Document USDA food program data
- Ensure compliance with all licensing regulations and contract requirements

Program

- Implement treatment plans for youth and maintain youth reports and documentation in Youth Care treatment software
- Ensure basic needs of hygiene, nutrition and clothing are met for each child
- Assist with serving daily meals and cleaning of home environment, ensuring a safe and secure environment and administering baths for infants and young children.
- Teach youth social, self-help, academic, independent living, problem solving, personal hygiene, money management, and employment skills to maximize skill development and independent living
- Counsel youth through personal problems using rational problem solving techniques
- Observe, document in Youth Care treatment software and consult with youth care staff on youth behaviors and progress
- Attend to youth's medical physical condition caring for youth during illness, scheduling medical appointments, Document appointments and follow-up in Youth Care treatment software
- Provide for moral spiritual and educational development of youth
- Organize and participate in play time with the children
- Support and assist youth in all school events, with school homework and projects
- Provide transportation to school, jobs, medical appointments and recreation activities
- Assist the Family Teachers in providing documentation, services and treatment needs to youth
- Display positive role modeling and leadership for youth by exhibiting skills taught in Model
- Emergency Shelter – Conduct 15 minute sleeping checks on children on overnight shift

General

- Other related duties as assigned

DIRECT REPORTING RELATIONSHIPS

- None



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QUALIFICATIONS

	EDUCATION	EXPERIENCE
Required	<ul style="list-style-type: none"> High School Diploma or G.E.D. Certification 	<ul style="list-style-type: none"> 6 months in Child Care Based Field
Preferred	<ul style="list-style-type: none"> 24 College Credits, Certification or Associates in Early Childhood Education, Social Work, Psychology or Related field 	<ul style="list-style-type: none"> 3+ Years in Child Care Based Field

CERTIFICATIONS/LICENSES/REGISTRATIONS

General	<ul style="list-style-type: none"> Valid Nevada Drivers License, good driving record, ability to provide own transportation and proof of current automobile insurance CPR/First Aid Certification CPI Certification (provided) Age minimum of 18 or 21 years of age per licensing standards
Professional	<ul style="list-style-type: none"> None

PHYSICAL/MENTAL REQUIREMENTS

Physical Demands	<ul style="list-style-type: none"> Body mobility to stoop, kneel, bend, reach, walk and walk briskly in order to interact with and monitor children Stamina to work long days and drive long distances Moderate to heavy lifting to 60 pounds unassisted and up to 120 pounds or more with assistance
Visual and Cognitive Demands	<ul style="list-style-type: none"> Must be able to communicate both verbally and in writing. Must be able to give and receive verbal and written instructions (with or without hearing aids). Must have fine vision, sustained vision and peripheral vision (with or without glasses)
Environmental Demands	<ul style="list-style-type: none"> Environment requires dexterity to remain calm and adapt to fast paced and emotional environments consisting of children with moderate to severe emotional and psychological needs.
Work Environment	<ul style="list-style-type: none"> Home-like settings with varying moderate to high degrees of background noise. Light and ventilation are found in a typical home setting Campuses are smoke-free, except on permitted campuses in designated areas
Possible hazards	<ul style="list-style-type: none"> Possibility of exposure to blood borne pathogens exists if universal precautions are not followed. (Hepatitis B inoculation available per request) Possible injury when lifting or moving (child or objects) if employee fails to use proper body mechanics, or if proper techniques are not used when the use of CPI restraint techniques are required



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ST JUDE'S TEAM CORE COMPETENCIES

1. Organizational Responsibility	<ul style="list-style-type: none"> Supports and works to achieve Organization's mission, vision, core values, strategic goals and department goals Maintain fiscal responsibility and confidentiality, and cooperates in external/internal investigations as requested Follows Organizational Policies and Procedures and all federal and state laws, regulations and guidelines
2. Professionalism	<ul style="list-style-type: none"> Presents a neat, clean appearance and dresses appropriately for the job Performs work according to the St. Jude's Ranch's mission, vision, and core values Sets a good example for others by own self discipline and behavior and displays positive attitude and demeanor Does not engage in activities other than official business during work hours
3. Planning and Execution	<ul style="list-style-type: none"> Works in an organized manner and uses time effectively Meets commitments, begins work, meetings, and appointments when scheduled, observes policies regarding time off Dependable, accepts responsibility for attendance and punctuality Flexible, adjust workload to accommodate changes in priorities
4. Communication	<ul style="list-style-type: none"> Use of positive language towards the organization and their goals Handles information in a confidential manner Participate in trainings and meetings as scheduled Listens to details, gets clarification as needed, seek and ask for help when needed Uses respectful and inoffensive level, tone, and dialogue with coworkers, vendors, visitors and children
5. Teamwork	<ul style="list-style-type: none"> Establish and maintain positive and professional relationships with coworkers, vendors, visitors and children Offers support and assistance to co-workers and other staff, and works actively to resolve conflicts Volunteers readily and seeks increased responsibility Generates suggestions and innovate ideas for own position, department and organization
6. Health and Safety	<ul style="list-style-type: none"> Observes policies on health, safety and security and maintains a clean work area Notifies proper authorities of circumstances or situations of possible health hazards Reports significant and major incidents or accidents Wear proper attire when handling objects/chemicals, or performing unsafe tasks
7. Ability and Accuracy	<ul style="list-style-type: none"> Is technically proficient with performance of duties Accomplishes tasks quickly and accurately with few mistakes Learns new knowledge and adapts to new duties and responsibilities Shows pride in correct and accurate work

SIGNATURE STATEMENT: I understand my essential duties and responsibilities

Supervisor Approval:	Date:
Employee Signature:	Date:

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

St Judes Ranch for Children reserves the right to revise or change job duties, qualifications and standards as business requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required, including overtime.