

Cedar Ridge Children's Home & School, Inc.
Job Description

JOB TITLE: Child Care Associate
Department: Large Group Home
Supervised by: Residential Supervisor
Supervises: N/A
Status/Hours: Non-exempt, full or part time

Position Summary: The Child Care Associate is a direct line staff position supervised by the Supervisor. While on shift, the Child Care Associate will receive daily direction from the Lead Cottage Coordinator / Assistant Cottage Coordinator. The Child Care Associate will assist residents with all facets of cottage life, including but not limited to utilization of the behavior management system, transportation, overseeing meals and duties, and participating in recreation with residents.

When the Child Care Associate is assigned a lead position for a shift due to the absence of the Lead Cottage Coordinator / Assistant Cottage Coordinator they will receive one dollar an hour more for any lead hours that do not extend into overtime. The Associate will typically work one sixteen hour weekend shift and three other weekdays for an approximate total of 35 to 40 hours per week.

Duties and Responsibilities:

- 1) Parental care functions
 - a) Supervision of child's personal care
 - i) Oversee meal time
 - (1) Ensure that residents receive balanced meals
 - (2) Teach and model good eating habits and table manners
 - (3) Conduct prayer at mealtime
 - (4) Oversee meal time duties
 - ii) Ensure that residents have adequate clothing
 - (1) Assist Lead Cottage Coordinator / Assistant Cottage Coordinator and residents in purchasing clothing
 - (2) Oversee delivery, pickup and putting away of residents' laundry as needed
 - (3) Report any clothing concerns (e.g. torn clothing, inappropriate clothing, lack of clothing) to Lead Cottage Coordinator / Assistant Cottage Coordinator on duty
 - (4) Check residents' bags upon return from visits for contraband and new clothing needing to be inventoried
 - iii) Oversee personal hygiene of residents
 - (1) Ensure that residents take care of daily hygiene (e.g. showers, tooth brushing, hair combing, etc.)
 - (2) Teach and model appropriate personal hygiene skills

- b) Oversee general health and safety of residents
 - i) Report any illnesses or concerns to Lead Cottage Coordinator / Assistant Cottage Coordinator
 - ii) Observe medications per procedure as assigned
 - iii) Monitor residents on medications for side effects
 - iv) Assist House Parents with conducting fire drills and other fire safety measures
 - v) Report any physical, sexual or emotional abuse concerns to Residential Supervisor or Child Protective Services as per procedure
 - vi) Oversee educational activities of residents in the cottage
 - (1) Monitor homework as needed
 - (2) Handle concerns (e.g. lack of supplies, behavioral or academic school problems, difficulty with homework) and inform the Lead Cottage Coordinator / Assistant Cottage Coordinator on duty or school liaison as indicated
 - vii) Oversee recreational needs of residents
 - (1) Accompany residents to scheduled recreational activities as required
 - (2) Provide residents with recreational activities as needed
 - (3) Participate in recreational activities as required
 - viii) Oversee transportation needs of residents
 - (1) Provide transportation for residents as needed and assigned (Van runs to Baltimore, etc)
 - (2) Ensure that residents are available for scheduled appointments
 - ix) Maintenance of safe, clean physical surroundings
 - (1) Oversee duties and chores of residents
 - (a) Teach and model cleanliness
 - (b) Teach residents work skills
 - (2) Be responsible for cottage and cottage property
 - (a) Teach and model respect for property
 - (b) Report any maintenance concerns to Lead Cottage Coordinator / Assistant Cottage Coordinator on duty and fill out maintenance request
 - (c) Employ energy conservation measures (ensuring unused lights are off, water shut off, temperature controls set appropriately)
 - (3) Oversee use of van
 - (a) Ensure that van is properly maintained (filled with gas, oil checked, etc.)
 - (b) Report any concerns to Lead Cottage Coordinator / Assistant Cottage Coordinator and fill out maintenance request as required
 - (c) Log mileage, gas receipts, etc. as required

- x) Provision of supportive, loving environment
 - (1) Form/maintain positive relationships with residents
 - (a) Learn about interests/hobbies of residents
 - (b) Model appropriate relationship skills
 - (2) Utilize family atmosphere to the extent possible
 - xi) Teaching of ethical and social values
 - (1) Teach development of character qualities
 - (a) Utilize character quality studies
 - (b) Teach residents to evaluate character qualities seen in media
 - (2) Utilize church resources for development of ethical/spiritual values
 - (a) Attend church functions with residents as required
 - (b) Utilize lessons from church in daily lives of residents
 - (c) Ensure residents are enrolled in age and developmentally appropriate activities
 - (3) Utilize a traditional Judeo-Christian framework as a source of ethical/social values
 - (a) Plan and carry out devotions as required
 - (b) Model and teach ethical and social values
 - (c) Incorporate traditional Judeo-Christian teachings into discussions, lectures, and processing with residents
- 2) Behavior management functions
- i) Utilize age appropriate rules
 - (1) Develop familiarity with normal child development
 - (2) Work with treatment team to develop rules for cottage life
 - ii) Utilize daily routines
 - (1) Work with treatment team to develop and refine daily routines for the cottage
 - (a) Develop a daily schedule
 - (b) Post schedule for use by residents and Lead Cottage Coordinator / Assistant Cottage Coordinator
 - (c) Utilize feedback from residents in development and implementation of schedule
 - (2) Monitor residents in carrying out of daily routines
 - (a) Utilize behavior modification system for tracking earned points for daily routines
 - (b) Adjust schedules and daily routines as necessary
 - iii) Teach self control
 - (1) Provide role model
 - (a) Set example of self control and share with residents personal experiences

- (2) Familiarize residents with qualities of self control
 - (a) Utilize character quality studies
 - (b) Utilize biblical examples of people exhibiting self control
 - (c) Praise residents manifesting elements of self control
- iv) Utilize discipline procedures
 - (1) Utilize behavior management systems
 - (a) Enforce all set rules
 - (b) Utilize all aspects of point system
 - (c) Utilize negative/positive and natural/logical consequences
 - (2) Work with treatment team to refine behavior management system
 - (a) Provide feedback to Residential Supervisor as needed
 - (b) Address concerns in treatment team meetings as needed
- v) Work to prevent unacceptable behavior
 - (1) Monitor residents
 - (a) Develop familiarity with individual residents
 - (b) Maintain "hyper-vigilance" when supervising residents' activities
 - (c) Follow individual treatment plans regarding levels of adult supervision
 - (2) Maintain consistency of treatment team interventions
 - (a) Attend treatment team meetings
 - (b) Read cottage log at beginning of each shift
 - (c) Address manipulation attempts by residents immediately and directly
 - (3) Provide appropriate and motivating activities
 - (a) Develop activities within treatment team
 - (b) Develop familiarity with interests and motivations of individual residents
 - (4) Address unacceptable behavior immediately via behavior management system
- 3) Service team functions
 - i) Participate in formulation and implementation of Individual Service Plans
 - (1) Attend treatment team meetings as directed by Residential Supervisor
 - (2) Identify treatment needs of residents
 - (3) Assist in formulation of individual treatment plans
 - (4) Assist in implementation of treatment plans
 - (5) Attend Individual Service Plan reviews as directed

- ii) Keep records as required
 - (1) Develop awareness of daily paperwork required (including CIR's, SER's, and log)
 - (2) Complete and submit all required forms/papers in a timely manner (when in lead position)
 - (3) Consult with Residential Supervisor when needed regarding keeping of records
 - (4) Monitor supply of required forms in cottage
- 4) Professionalism
 - a) Maintains a professional image
 - i) Employee dresses in a conservative manner, appropriate for the activities of the day.
 - b) Communicates in a professional manner
 - i) Communications are presented in a concise and organized manner.
 - ii) Paperwork is neat, legible, accurate; and completed in a timely manner
 - iii) Makes appropriate use of technology by:
 - (1) Utilizing email
 - (2) Preparing memos/letters/forms in MS Word
 - (3) Using MS Excel as needed
 - c) Ideas for improvements to the operation of the Cottage or Residential in general are voiced directly with the appropriate supervisor and most changes are embraced in a positive way once decisions have been made.
 - d) Typically exhibits a positive attitude
 - e) Professional Development Activities
 - i) Attends most In-Service Training and makes up missed training by watching videos in a timely manner (as per our Residential Training Plan), receiving the required number of hours and topics required by COMAR
 - ii) Maintains Certifications
 - (1) CPR/First Aide
 - (2) Med Tech
 - (3) Restraint
 - (4) Child Care Certification by:
 - (a) Preparing for new State Certification requirement to get certification by 2013, and by
 - (b) Passing Certification Test to initially obtain Certification, and by
 - (c) Doing what is necessary to maintain this certification once it is received.

iii) Moral Values:

- (1) Employee subscribes to the Cedar Ridge Statement of Faith and a traditional Judeo-Christian lifestyle is modeled before our program participants, fellow employees and the general public.
 - (2) Conflicts are resolved in a Judeo-Christian manner, according to Cedar Ridge Employee Handbook.
 - (3) Model a Judeo-Christian lifestyle before Program Participants, Fellow Employees, and General Public.
 - (4) Provide counsel to Program Participants & Fellow Employees as the opportunity presents itself, support Church Programs both on and off campus, and assist with cottage character building programs if they occur while on shift.
- 5) Complete other duties as assigned by Residential Director/Supervisor and/or Lead Cottage Coordinator / Assistant Cottage Coordinator on duty.

JOB QUALIFICATIONS:

- 1) Must be 21 years of age or older
- 2) Must have high school diploma or equivalent
- 3) Must have valid driver`s license and maintain a good driving record
- 4) Must demonstrate the capacity to understand children and to develop further knowledge and skills for working with children in the care of Cedar Ridge
- 5) Must be able to withstand the work and pressures of caring for a group of active, often aggressive children, and be flexible and willing to learn new ways of coping with children's problems.
- 6) Maintain Physical Conditioning sufficient to:
 - a. Be able to physically restrain residents (At-Risk-Boys ranging in age from 8 to 18+) whose behavior is out of control, to the point that they are a danger to themselves, others, or they are damaging property.
 - b. Have the energy and physical conditioning to participate in children's activities
- 7) Moral Standards
 - a. Must accept and affirm a Judeo-Christian world view in both personal and professional life. This affirmation includes agreement with the Cedar Ridge statement of faith, the personal practice of spiritual disciplines, and behaviors consistent with traditional moral values.
 - i. The employee handbook further states that employees who engage in open, notorious immorality, including, but not limited to, violence, dishonesty or slander, sexual activity outside of marriage, theft, or conduct illegal under applicable local, state or federal law are subject to discipline up to and including termination of employment.
 - b. Must have knowledge of traditional Judeo-Christian moral values sufficient provide counsel, to support Church Programs both on and off campus, and to support cottage character building programs for residents.

- 8) Certifications
 - a. Must be able to maintain the following Certifications:
 - i. CPR/First Aide, Med Tech, Restraint, and State Child Care Certification
- 9) Must pass a detailed background investigation that includes:
 - a. Passing a health and physical conditioning screening which may include drug testing.
 - b. Verification of Business and Personal References.
 - c. Verification of Driver license with a good driving record.
 - d. Police/FBI/Child Protective Services background investigations

SIGNATURES BELOW SIGNIFY THE FOLLOWING:

This Job Description has been reviewed and agreed upon by both the employee, _____, and the Supervisor, _____.

A copy of this Job Description has been received by the employee.

The employee recognized and agrees with his/her responsibility to use the utmost discretion regarding the disclosure of any confidential agency or personnel information both within and outside of his/her department.

_____	_____
Employee	Supervisor
_____	_____
Date	Revised

Human Resource Staff	