

HUMAN RESOURCE MEMO

To: All Employees
From: Margaret Lamar, Human Resource Generalist
Re: Job Posting

OVERNIGHT AWAKE CHILD CARE ASSOCIATE

Wednesday -- Saturday Shift
Jordan House (Full-time 12-month position)

The Overnight Awake Child Care Associate (ONA) is a direct line staff position that is supervised by the Residential Director while daily direction is given by the Lead Cottage Coordinator. The ONA is responsible to provide security and consistent supervision of residents during the night, assist other Child Care Staff with the morning routine, and complete necessary paperwork in a timely manner.

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 with a good driving record.
4. Demonstrate the ability to be alert and awake during normal sleeping hours of residents, and to make decisions in keeping with treatment team interventions.
5. Must have the ability to intervene in a crisis situation.
6. Must demonstrate the capacity to understand children and to develop further knowledge and skills for working with children in the care of Cedar Ridge.
7. Must be able to withstand the work and pressures of caring for a group of active, often aggressive children, have the energy to participate in children's activities, and be flexible and willing to learn new ways of coping with children's problems.
8. Must be able to maintain a high degree of confidentiality.
9. Must be able to function in a team environment to successfully complete objectives.
10. Must affirm Judeo-Christian values. This affirmation includes agreement with the Cedar Ridge statement of faith and behaviors consistent with traditional Biblical moral values:
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.
11. Must pass a detailed background investigation, and be RCYCP certified.

If you are interested in this position, contact the HR Department (see information in the footer).

Children's Home & School ▣ WCRH-90