

HUMAN RESOURCE MEMO

To: All Employees
From: Margaret Lamar / Human Resource Generalist
Date: September 14, 2020
Re: Job Posting

IMMANUEL COTTAGE – RESIDENTIAL CARE SPECIALIST (Full-Time position – Sunday - Wednesday)

The Residential Care Specialist is a direct line staff position supervised by the Residential Supervisor. While on shift, the RCS will receive daily direction from the Lead Cottage Coordinator for 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.

JOB QUALIFICATIONS:

1. Must be 21 years of age and must have high school diploma or equivalent.
2. Must have valid driver's license and maintain a good driving record.
3. Must have ability to intervene in a crisis situation.
4. Must be able to demonstrate the capacity to understand young men and to develop further knowledge and skills working with young men in the care of Cedar Ridge
5. Must have excellent communication, organizing and counseling skills to interact with the residents as well as school and/or Cedar Ridge residential staff.
6. Must be able to function in a team environment to successfully complete objectives.
7. Must be able to maintain a high degree of confidentiality.
8. Must have ability to withstand the work and pressures of caring for a group of active, often aggressive young men, have the energy and physical ability to participate in activities, and be flexible and willing to learn new ways of coping with problems.
9. Must affirm Judeo-Christian values. This affirmation includes agreement with the Cedar Ridge statement of faith and behaviors consistent with traditional Biblical moral values:
 - a) 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.
10. Must pass a detailed background investigation

If you are interested in this position, in-house applications are available in the mail room in the Administration building. If you need further details, please see either Margaret or Twila in the Human Resource Department. Application deadline is Monday September 21, 2020 at 4:30 PM.