

HUMAN RESOURCE MEMO

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

ASSISTANT LEAD COTTAGE COORDINATOR

Wednesday -- Saturday Shift
Faith Cottage (Full-time 12-month position)

The Assistant Lead Cottage Coordinator is a direct line staff position supervised by the Residential Director, Clinical Coordinator and Residential Services Supervisor. While on shift, the Assistant Lead Cottage Coordinator is to provide the other cottage staff with daily direction 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. Additionally, the Assistant Lead Cottage Coordinator is responsible along with the Social Worker for ensuring that individual treatment plans are carried out per treatment team requirements, and that all facets of cottage life are monitored closely on a daily basis.

JOB QUALIFICATIONS:

1. Must have the ability to intervene in a crisis situation.
2. Must have sufficient academic abilities to support students educationally.
3. Must be able to demonstrate the capability to understand young men and to develop further knowledge and skills working with young men in the care of Cedar Ridge.
4. Must have excellent communication, organization and counseling skills to interact with the student and public school or Cedar Ridge residential staff.
5. Must be able to function in a team environment to successfully complete objectives.
6. Must be able to maintain a high degree of confidentiality.
7. 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.
8. 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.
9. Must pass a detailed background investigation and have Maryland RCYCP certification.

If you are interested in this position or would like further details, please contact either Margaret or Twila in the Human Resource Department.

Children's Home & School ☒ WCRH-90.5FM