

HUMAN RESOURCE MEMO

To: All Employees
From: Margaret Lamar / Human Resource Generalist
Date: September 3, 2020
Re: Job Posting

Job Title: OVERNIGHT AWAKE CHILD CARE ASSOCIATE (Full-time – Immanuel Cottage)

SUMMARY: The ONA is a direct line staff position in Immanuel Cottage that is supervised by the Residential Supervisor 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 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 boys, 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:
 - 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.
11. Must pass a detailed background investigation, and be RCYCP Certified

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 Thursday September 10, 2020 at 4:30 PM.

Children's Home & School ☐ WCRH-90.5FM ☐