

CHRISTIAN COMMUNITY PLACEMENT CENTER Policy and Procedure Manual	Page 1 of 3	Policy Number 210.19
Administrative Services-Personnel-Residential Direct Care Staff Position Description	Established: 05/14 Revised:	

RESIDENTIAL DIRECT CARE STAFF POSITION DESCRIPTION

Policy

The Residential Direct Care Staff position is selected by the Executive Director and responsible to the assigned Program Manager.

Procedure

Qualifications:

1. Bachelor's degree. A combination of formal education and experience working with youth may be substituted for a bachelor's degree.
 - a. At a minimum, to be considered as a substitute for a bachelor's degree, the combination of formal education and experience must consist of a combination of one (1) year's work experience and two (2) years education, training, or additional work experience, all in the care and rehabilitation of youth. Direct Care Staff are members of the treatment team and work under the direction of a qualified Social Service Staff or a Program Coordinator.
2. As evidenced by previous work experience, academic background, and in-service or other training, Direct Care Staff shall demonstrate a working knowledge of the following:
 - a. Normal process of child and adolescent growth and development;
 - b. Dysfunctional families and family systems counseling; and
 - c. Mental and nervous conditions of childhood and adolescence.
 - d. Knowledge of youth offender behavior and intervention techniques in working with them;
 - e. Knowledge of youth laws in the State of Oregon; knowledge of security procedures and first aid; Knowledge of crisis intervention techniques; knowledge of corrective techniques designed to assist youth in assessing and developing self-esteem and good behavior patterns;
3. Ability to implement techniques with youth offenders in a group setting and on an individual basis; ability to communicate effectively in both oral and written form; ability to work with individuals from a variety of socioeconomic backgrounds; ability to develop and maintain effective working relationships with staff and the public; ability to use sound, practical and fair judgment in assessment and decision making; ability to restrain combative youths; ability to drive a motor vehicle.
4. Have training, knowledge, and experience demonstrating competence in and working with children and families needing intensive family services, mental health services, and/or out-of-home placement.

CHRISTIAN COMMUNITY PLACEMENT CENTER Policy and Procedure Manual	Page 2 of 3	Policy Number 210.19
Administrative Services-Personnel-Residential Direct Care Staff Position Description	Established: 05/14 Revised:	

5. Have a working knowledge of planning for and implementing contact with community resources on behalf of the youth.
6. Attention to detail and good time management skills
7. Commitment to empowering others to solve their own problems.
8. Ability to serve as a positive role-model and encourage the positive development of youth.
9. Capacity to maintain a helping role and intervene appropriately to meet youth's goals
10. Ability to set appropriate relationship limits.
11. Valid Oregon driver's license, personal auto liability insurance, and a driving record that permits coverage under the agency's corporate auto liability.
12. Successfully completion of a thorough background investigation, including: criminal history check, reference check, employment history, educational verification, or licensing. Arrest and/or conviction of a crime does not automatically disqualify an applicant
13. Must successfully pass a random drug and alcohol screen as a post-employment requirement.
14. CPR/First Aid Certification and Oregon Food Handlers Permit or ability to obtain it.

Duties & Responsibilities:

The duties listed below are not comprehensive, but characteristic of the type and level of work associated with this position. Individual positions/shifts may do all or some combination of the duties listed below and other related duties. Responsibilities include direct supervision of the youths' daily living activities, and providing assistance to Social Service Staff, in the following areas:

1. Monitor and manage the youths' behavior to provide a safe, structured living environment that is conducive to BRS programming.
2. Provide weekly service documentation for quality, content, and BRS service hour requirement.
3. Provide individual and group skill building
4. Provide therapeutic interventions to youth as necessitated by the youth's behavior, and as directed by individual service plans
5. Document youth progress, and services provided.
6. Assist in implementation and resolution of youth and family plan.
7. Assist with the coordination of services and community resources.
8. Monitor school progress and free time utilization.
9. Observe and provide documentation of progress in identified problem areas.
10. Stay current with professional trainings.
11. Sit in on team meetings with other staff to develop skill in working with youth in their individual treatment programs.
12. Aid counselors in large and small group treatment meetings. May lead small group sessions.

CHRISTIAN COMMUNITY PLACEMENT CENTER Policy and Procedure Manual	Page 3 of 3	Policy Number 210.19
Administrative Services-Personnel-Residential Direct Care Staff Position Description	Established: 05/14 Revised:	

13. Assign work to youth such as housekeeping, laundry, meal preparation, and general maintenance of their living/work spaces.
14. Listen to and converse with youth, modeling appropriate communication and interaction. Assist youth in developing necessary skills for staff and peer interaction.
15. Oversees youth during meals, showers, free-time periods, work and other daily activities. Provide instruction on hygiene and dress.
16. Distribute and document medications as prescribed by doctors.
17. Conduct daily searches for unauthorized items.
18. Watch all areas of the facility and respond to any security concerns as appropriate.
19. Teach good sportsmanship.
20. Teach and assist with various work projects (e.g. lawn and garden maintenance, cleaning, etc.). Check for quality and completion of assigned tasks.
21. Perform other duties as assigned.

Work Schedule & Benefits:

The position has both full time, part time and on-call. Must be willing to work weekends, nights, and flexible shifts. May be required to work overtime.