

JOB DESCRIPTION

Job Title: House Mom/Dad (Direct Care Staff)
Classification: Hourly, Full-time, Non-Exempt
Department: Youth and Family Services (QRTP/Shelter)
Reports to: House Supervisor

Job Summary: The House Mom/Dad is under the direction of the House Supervisor. The house mom/dad provides for the emotional, physical, spiritual, and social needs of the clients we serve and assists with crisis management for the agency. The position is an hourly, non-exempt position. The responsibilities of the job require 40 hours of work in a week.

House Mom/Dad (Direct Care Staff) Duties and Responsibilities:

1. Receives direct consultation services and regular feedback from house supervisor in further developing their skills
2. Insures intake, treatment planning and discharge documentation occurs as stipulated in contract and according to licensing standards in client files
3. Monitors youth behavior and well-being while teaching youth a curriculum of social, behavioral, and independent living skills
4. Prepares and maintains the client documentation (such as treatment plans, progress reports, incident reports, etc.)
5. Provides for the emotional, physical, spiritual, and social needs of the clients we serve and assists with crisis management
6. Collaborates with other QRTP staff to provide consistent education and behavioral interventions with youth.
7. Collaborates with other QRTP staff to develop Individual Service Plan (ISP) and individualized treatment plan
8. Attends in-service workshops, training programs and consultations, implementing the feedback received
9. Participates in CQI activities

Other Duties:

1. Cooperates with other departments to meet program and youth needs, (i.e. Recreation, Admission, etc.), which includes working with Lead House Supervisor to ensure TBRI activities are included in the program.
2. Attends and participates in staff development opportunities
3. Other duties as assigned

Essential job functions: Direct Care duties 1-7, and Other duties 1 are designated as ADA essential functions and must be performed in this job. All other job duties are secondary functions.

Professional Skills and Personal Characteristics:

1. Dedication to confidentiality in all areas and in all dealings
2. Be a person of high morals and integrity, both personally and professionally
3. Have a willingness and desire to work as a team
4. Be a positive advocate for the Agency and honor its mission in all dealings
5. Possess and demonstrate sensitivity to cultural differences/diversity in all interactions
6. Be professional and enthusiastic at all times; have a professional appearance.
7. Highly organized with an attention to detail
8. Exhibits responsibility and adaptability through good attendance, effective time management, dependability, self-discipline, flexibility, and working independently
9. Communicates effectively verbally and in writing

Minimum Qualifications:

1. Follows all policies and procedures of the Arkansas Department of Human Services, Arkansas Child Welfare Licensing Board, and other board/commissions that the agency relates to professionally
2. Adheres to all Agency policies and procedures
3. Demonstrates necessary knowledge and skills to perform the job duties, keeping current with new and best practices
4. Successfully passes initial and random drug screenings
5. Basic knowledge of office equipment; ability to produce and maintain records utilizing various software programs as necessary.
6. Possess a valid driver's license and meet all criteria set forth in the DHS' vehicle safety program.
7. Day, night and weekend work as required
8. Must be a high school graduate or have GED equivalent
9. Must be over 21
10. Successfully passes initial background screening: must be free from convictions outlines in in A.C.A §9-28-409 (e) (A-CC) and be free from substantiated finding of abuse or neglect of children or the elderly.

Preferred Qualifications:

1. Experience (greater than 2 years) in the behavioral health and/or residential childcare/foster care field

2. A baccalaureate degree preferred; high school diploma and some college acceptable
3. Experience in the not-for-profit sector

Other:

1. This position will have a ninety day probation period.
2. This position description will be reviewed annually as part of an annual performance evaluation.
3. Regular and consistent attendance is a condition of continuing employment.

The specific duties associated with my position may be modified to meet the changing needs of the Agency. My supervisor will notify me if there are changes in the tasks associated with my position.

PERFORMANCE STANDARDS

Qualified Behavioral Health Professional Standards:

1. Employee consistently uses the current model of care with clients.
2. Employee attends and participates in 90% of staff development opportunities.
3. Properly utilizes behavioral interventions and treatments 100% of the time.
4. Properly maintains youth records 90% of the time.
5. Consistently attends weekly supervision, maintains monthly observation, and makes needed improvements when indicated
6. Without fail, monitors youth adequately.

Other Standards:

1. Must attend and participate in 90% of staff development opportunities.

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