

COTTAGE PARENT

RESPONSIBLE TO: Assistant Director of Residential

SUMMARY: Cottage Parent's (CP's) will manage cottage and residents residing within the cottage as well as professionally and appropriately represent Crossnore School & Children's Home and follow all guidelines regarding confidentiality.

STATUS: Salaried - Live in 7 days on and 7 days off (including holidays)

QUALIFICATIONS/KNOWLEDGE/SKILLS:

High School Diploma, or GED required. Prefer Bachelor's degree in human services or related field from an accredited college or university and a minimum of one-year residential child care experience. Knowledge of child development and/or prior experience working with at-risk populations preferred. Valid driver's license. Demonstrated ability to use sound discretion and independent judgment developing and implementing decisions. Demonstrated ability to operate well in crisis situations. Experience in a residential group care setting preferred. Knowledge of age appropriate independent living skills strongly preferred. Demonstrated knowledge of cultural issues that can affect treatment. Demonstrated ability to work well with others; flexible (including work days and schedule). Effective written and verbal communication skills.

JOB RESPONSIBILITIES/DUTIES

Parenting Skills

- a. Provide the basic needs of food, clothing, nurturing and housing for all cottage residents;
- b. Follow daily routine to include: wake up, breakfast, chores, study opportunities, leisure/physical activities, personal hygiene and bedtime;
- c. Teach and complete daily living skills, including but not limited to laundry, potty training, changing diapers, bathing young residents, styling hair, etc.;
- d. Prepare family style cottage meals;
- e. Provide necessary medical care by administers medications to children and appropriately documenting the process in the resident's medical records;
- f. Manage cottage budget;
- g. Maintain inspection-ready cottage cleanliness and upkeep of cottage facility and vehicle;
- h. Maintain contact with teachers at the children's school and monitor academic and behavior performance in school;
- i. Provide opportunities for problem-solving and conflict resolution in individual and group experiences;
- j. Encourage participation in recreation and other campus activities;
- k. Provide appropriate supervision at all times;

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- l. Take responsibility for planning additional cottage activities;
- m. Utilize adopted parenting model and The Sanctuary Model and their respective tools to create a supportive, nurturing environment conducive to residents' spiritual, social, educational, and emotional development;

Technical Skills/Clinical Skills

1. Implement the agency's organizational model of care, The Sanctuary Model, by practicing trauma-informed care, adhering to the Seven Commitments, and using SELF Model and the toolkit to aid in service delivery.
2. Demonstrate leadership skills that foster a positive, growth-enhancing, therapeutic environment that promotes the development of healthy, age appropriate traits in residents, self, and team members.
3. Participate in assessing and addressing residents' and families' spiritual, emotional, educational, cultural, recreational, physical, and independent living needs that are determined in each resident's individualized Plan of Care.
4. Provide structure, routine, rules and consequences that meet the needs of each resident. Allow healthy time for privacy and individual pursuits based on each unique individual and provide opportunities for growth which take into consideration each residents' ethnic and cultural backgrounds.
5. Demonstrate the ability to instruct and supervise each child in personal care, hygiene, and grooming appropriate for the age, sex, race and developmental capacity of the child.
6. Demonstrate adherence to confidentiality standards and resident rights standards.
7. Establish a therapeutic environment by brainstorming, utilizing and evaluating therapeutic interventions used with individual children and groups to manage crisis situations, maintain safety and provide opportunities for residents' growth and development.
8. Consistently implement the requirements of the program to ensure that residents follow program rules/structure, attend, and actively participate in planned activities.

Documentation Skills

9. Complete all required documentation within the required timeframes, utilizing professional language. Ensure that reports clearly reflect facts and are based on each resident individually. Documentation can include, but may not be limited to incident reports, general information, cottage budget, medication administration records, food records, fire drills, etc.

Decision-Making Skills

10. Demonstrate positive decision-making skills when working with residents, team members and developing strategies to meet each residents' Plan of Care goals.
11. Show ability to work independently while being receptive of taking direction and feedback from supervisors and team members.

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12. Always provide to residents in care appropriate eye sight supervision that meets the program's staff to resident ratio requirement.
13. Show good judgment related to work performance and ethical behavior by providing respectful and therapeutic responses to residents and families under stress, resolving conflicts and crisis in a non-violent manner.
14. Exercise social responsibility when asked to assist with coverage in assigned cottage or another cottage on campus to promote a healthy environment and consistency.

Analytical / Interpersonal Skills

15. Identify effective ways to work with specific individuals, families and groups.
16. Use information from assessment tools that provide services based on the resident and families strengths, preferences and needs.
17. Utilize effective communication and interpersonal skills to partner, all team members, residents, families and other providers who work with residents to promote positive growth and change.

Other Responsibilities

18. Adhere to all organizational policies and procedures and all program guidelines pertaining to risk management.
19. Use Crossnore School & Children's Home resources efficiently and conservatively, including time, facilities, work space, vehicles, equipment, supplies and funds.
20. Participate in meetings per agency policy.
21. Present a positive, helpful, and professional image of Crossnore School & Children's Home in personal appearance and attitude on campus and in the outside community.
22. Participate in regular performance evaluations and attend training opportunities to enhance professional growth by completing at least 24 hours of continuing education each year, provided by the agency.
23. Ensure the provision of quality services through participation in Crossnore School & Children's Home Performance Quality Improvement (PQI).
24. Comply with all standards of accreditation and licensing agencies.
25. Other responsibilities may become necessary in the course of working routines and therefore be required.

PHYSICAL DEMANDS Medium

Position involves lifting no more than 50 pounds at a time (from time to time may need to lift children heavier than this) with frequent lifting or carrying of objects weighing up to 20 pounds. Frequent walking, standing, and sitting. Frequent reaching and/or grasping using hands and/or arms. Frequent use of hands requiring dexterity in using the telephone, computer keyboard, or other objects. Visual ability including distance, peripheral and depth perception. Ability to drive. Ability to spend long periods of time standing, bending,



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stooping, and walking around the facility while supervising and/or participating in the activities and assisting in the movement of the residents. Accompany residents on field trips requiring the physical stamina to walk a minimum of a mile (often times more). Ability to climb stairs. Job requires physical stamina; agility required to manage young, active residents.

DAYS/HOURS OF POSITION: 7 days on/ 7 days off

_____ *I understand that this job description does NOT constitute a contract for employment and that Crossnore School & Children's Home may exercise its employment-at-will rights at any time.*

_____ *I understand that this job description is a guide and is subject to change without advance notice to me. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time, due to reasonable accommodation or other reasons.*

_____ *I certify that I am able to perform the essential functions of this position as outlined in this job description*

Employee Signature:

Date:

CSCH Representative Signature:

Date: