



JOB TITLE: Bridge Parent

REPORTS TO: Residential Supervisor

SUMMARY : Bridge Parents (BPs) provide a safe, therapeutic, stable, nurturing on-campus home for youth in foster care. BPs will collaborate with the community, Social Services, schools, and other supportive partners to determine the needs of children and provide culturally competent parenting that focus on strengthening resilience, increasing social and emotional skills, providing safety, and commitment to permanency.

STATUS: Full Time, Exempt (Live In, 24/7 position, with respite provided up to 4 days a month)

QUALIFICATIONS

- **Education/Experience**
 - High School Diploma/GED required. Bachelor's degree in human services or related field strongly preferred. An equivalent combination of education and experience also acceptable.
 - Minimum of two years experience in working with children and families required, preferably in a mental health or child welfare setting.
 - Prior residential/house parent experience or previous foster parent experience and knowledge of age appropriate living skills strongly preferred.
- **Skills/Competencies**
 - Knowledge of child development and how it is impacted by trauma and/or prior experience working with youth that have experienced trauma, been diagnosed with mental or behavioral health challenges, or other at-risk populations preferred.
 - Must be flexible and willing to work with children of all ages, races, nationalities, sexual orientations, gender identities, disabilities, and backgrounds.
 - Strong verbal and written communication skills; ability to interface well with others.
 - Demonstrated ability to operate well in crisis situations and knowledge of cultural issues that can affect care.
 - Demonstrated ability to use sound discretion and independent judgment developing and implementing decisions.
 - Must be computer literate in order to complete documentation requirements.
 - Ability to work on diverse teams.
 - Demonstrated passion for serving children and the child-serving workforce.
 - Ability to laugh, be creative and have willingness to make and learn from mistakes.
 - Must be willing and able to live in an agency home.
 - Must have reliable vehicle and relevant auto insurance, valid driver's license, plus a clean driving record.

SOCIAL RESPONSIBILITIES

1. Cultivate a nurturing environment through the use of the Sanctuary Model that supports client and staff development on every level spiritually, socially, educationally, and emotionally.
2. Be aware of and willing to work with children and families of all ages, races, nationalities, sexual orientations, gender identities, disabilities, and backgrounds and to foster diversity and inclusion in the workplace and designated program area.
3. Use the Sanctuary Model and its toolkit to continue to provide guidance towards the responsiveness and respect of diversity, multiculturalism, and inclusion across all programs and settings.
4. Be committed to using Sanctuary principles when interacting and communicating with others, in team building, giving and receiving feedback, showing initiative, working independently, and in using good judgment, problem solving and decision making.
5. Embrace technology by being willing and able to check and respond to emails/messages, prepare documentation and attend meetings via video conferencing.
6. Promote a safe, secure environment in all areas of responsibility.
7. Comply with all standards of accreditation and licensing agencies and adhere to all organizational policies, procedures and program guidelines.
8. Use Crossnore Communities for Children resources efficiently and conservatively, including time, facilities, vehicles, equipment, supplies and funds.
9. Assume responsibility for personal and professional development through appropriate use of regular supervision (individual or group), participating in meetings, maintaining continuing education requirements, licensure and certifications and attendance at classes, workshops, etc. to improve professional skills.
10. Maintain professional conduct and image to actively promote the mission, value and purpose of Crossnore Communities for Children.
11. Ensure the provision of quality services through participation in Crossnore Communities for Children's Performance Quality Improvement (PQI).

JOB DUTIES AND RESPONSIBILITIES

12. Resides onsite and provides twenty-four-hour support and supervision for up to 6 foster youth.
13. Ensures the physical, emotional, educational, social, spiritual and cultural needs of each individual resident are met, and appropriate safety and supervision of all residents is maintained.
14. Responsible for the implementation, compliance, and documentation of Foster Care licensing regulations and Crossnore Communities for Children's Policies and Procedures.
15. As an active part of a multidisciplinary team, assesses foster youth(s) needs related to service plans, meeting treatment objectives, and providing support and assistance in developing appropriate parenting techniques and emotional climate, including crisis and trauma-informed interventions.
16. Maintains professional relationships, clear communication, and consistent contact with placement workers, case managers, therapists, teachers, advocates, attorneys, psychiatrists, doctors, dentists, child welfare professionals, and other supportive partners.
17. Administers medications as instructed, attends all scheduled medical appointments, and follows through with any and all recommendations made by the medical professionals.
18. Monitors school attendance, assists with homework and projects, participates in school activities, and advocates for youth's needs within the school system.

19. Reports all issues, concerns, problems, or situations that may adversely affect the welfare and safety of the youth, staff, or program to the Manager or Program Director.
20. Participates in all mandatory trainings provided by or identified by Crossnore as necessary to support the day to day requirements of the position as well as supplemental trainings, support groups, and meetings; Individual/Group Supervision; all applicable agency/state trainings and meetings.
21. Welcomes volunteers in the organization and assists them in accomplishing their services wherever applicable.

Technical Skills/Clinical Skills

22. Implements 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.
23. Demonstrates 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.
24. Participates 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.
25. 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.
26. 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.
27. Demonstrate ability to develop and nurture positive, professional relationships with families of children in care and to provide support for reunification with families through programming.
28. Demonstrate ability to understand, practice, teach, and coach on parenting curriculum utilized in program.
29. Model and encourage growth and change in children and their families in ways that inspire and promote new approaches and habits leading to successful reunification of children with families.
30. Demonstrate adherence to confidentiality standards and resident rights standards.
31. 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.
32. Consistently implement the requirements of the program to ensure that residents follow program rules/structure, attend, and actively participate in planned activities.

Documentation Skills

33. 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.
34. Engage in professional and high-quality communication and reporting with stakeholders regarding progress of children in care and their families, including to DSS social workers, Guardians ad Litem, and court representatives.

Decision-Making Skills

35. Demonstrate positive decision-making skills when working with residents, birth parents, team members and developing strategies to meet each residents' Plan of Care goals.
36. Show ability to work independently while being receptive of taking direction and feedback from supervisors and team members.
37. Always provide to residents in care appropriate supervision based on age and developmental needs that meets the program's staff to resident ratio requirement.
38. Provide healthy and appropriate boundaries and coaching to family members engaging in family time in the cottage.
39. 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.
40. Exercise social responsibility when asked to assist with respite care of other professional FP cottages on campus to promote a healthy environment and consistency.

Analytical / Interpersonal Skills

41. Identify effective ways to work with specific individuals, families and groups.
42. Use information from assessment tools that provide services based on the resident and families strengths, preferences and needs.
43. Utilize effective communication and interpersonal skills to partner with all team members, residents, families and other providers who work with residents to promote positive growth and change.
44. Develop and foster positive, professional relationships with birth parents in order to coach and nurture them toward reunification with children and to promote and support family bonds.
45. Develop and foster positive relationships with DSS social workers and Guardians ad Litem in order to inspire trust and confidence in programmatic ability to provide best possible environment for familial growth and change while in out-of-home placement and to provide accurate and frequent documentation and communication regarding family progress to these stakeholders.

Other Responsibilities

46. Adhere to all organizational policies and procedures and all program guidelines pertaining to risk management.
47. Use Crossnore Communities for Children resources efficiently and conservatively, including time, facilities, work space, vehicles, equipment, supplies and funds.
48. Participate in meetings per agency policy.
49. Present a positive, helpful, and professional image of Crossnore Communities for Children in personal appearance and attitude on campus and in the outside community.
50. 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.
51. Ensure the provision of quality services through participation in Crossnore Communities for Children Performance Quality Improvement (PQI).
52. Comply with all standards of accreditation and licensing agencies.
53. 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 hear, climb stairs, and drive. Ability to spend long periods of time standing, bending, 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). Job requires physical stamina; agility required to manage young, active residents. Potential exposure to physical injury from aggressive behavior.

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

_____ ***I understand that this job description is a guide and not all-inclusive, 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 have received a copy of this job description and understand the responsibilities, and certify that I am able to perform the essential functions of this position as outlined in this job description with/or without accommodations.***

Employee Signature

Date

HR Representative Signature

Date