

# BOYS AND GIRLS HOMES OF NORTH CAROLINA

P.O. BOX 127

LAKE WACCAMAW, NORTH CAROLINA

NAME:

POSITION/DEPARTMENT:

**TEACHING PARENT**

PERSONAL QUALIFICATIONS:

Bachelors Degree from an accredited college or university is preferred. Minimum – high school diploma. Successful work experience with troubled children and families preferred.

Must have a complete physical by a doctor prior to reporting to work. Physical health must meet all standards as established by the Department of Human Resources or other local agencies governing childcare. Medical examination shall include tests necessary to determine that the individual does not have any communicable disease or condition that poses significant risk of transmission in the facility.

Valid North Carolina drivers license and insurable by BGHNC carrier.

SUPERVISOR/CHAIN OF COMMAND:

Director – Residential Services Milieu

WORKING SCHEDULE

Exempt, full-time professional scheduled to meet the needs of the position and BGHNC.

## **SERVICE RESPONSIBILITIES:**

1. Responsible for the implementation of a residential treatment program for eight to nine (8-9) troubled youths referred by juvenile courts, psychiatric hospitals, social workers and private parents.
2. Responsible for administrative functions associated with operation of the cottage.
3. Responsible for upkeep of cottage property (interior and immediate areas around the cottage).
4. Responsible for full program implementation.
5. Position is a professional, salaried position. Work schedule involves 24-hour intervals including nights, weekends and holidays.
6. Must be able to successfully complete a pre-service training workshop and physical restraint training.
7. Work environment can be high pressure, high stress. Position may experience verbal and/or physical aggression from client population.

8. Must be able to monitor clients continuously and independently in a multi-level facility.
9. Must be able to perform all aspects of program implementation.
10. Must be flexible and cooperative in work scheduling. Must be able to respond to occasional emergency coverage needs.
11. Technical writing skills required.
12. Moderate to high potential for exposure to infectious diseases.
13. Responsible for treatment program, clients, property and administrative aspects of assigned cottage.
14. Implementation of all components of the Teaching Family Model, as trained in the pre-service workshop, for eight to nine (8-9) youths in a family style, community based, residential setting.
15. Develop, implement and revise comprehensive individualized treatment plans. Document youth progress toward achievement of treatment plan.
16. Assist in all work with significant others for teaching youth in treatment. This includes but is not limited to the following:
  - a. Counseling, training and otherwise supporting parents (or guardians) in the acquisition and development of skills to promote the youth's successful treatment plan accomplishment and post-treatment adjustment
  - b. Work with the public school system (teachers, principals, counselors, etc.) to provide or coordinate academic assistance for each youth client.
  - c. Work with social workers, court counselors, mental health professionals, etc., to ensure the definition and implementation of an appropriate, effective and individualized treatment plan for each youth.
17. Assist with budget documentation and expending funds for cottage operation.
18. Assist with all aspects of managing the physical property. Maintain property in a clean, safe and attractive manner. Comply with all guidelines for property maintenance and management.
19. Participate in all facets of technical program consultation, professional evaluation and treatment planning consultation.
20. Drive agency vehicle for the purpose of transporting youths and operating all facets of the treatment program.
21. Assist with the maintenance and provision of client, program, facility and administrative documentation as requested by the Consultant/Trainer and Director – Residential Services Milieu.
22. Assist with the operation of the program and facilities in accordance with licensure and agency expectations.
23. Assist with the maintenance of case records in accordance with licensure and agency expectations. Assist with writing treatment plans and routine progress reports.
24. Model appropriate moral, ethical and professional values for youths, colleagues and community-at-large. Abide by the *Standards of Ethical Conduct* of Children and Family Services Association – North Carolina.
25. Maintain an active role with all program consumers (i.e. neighbors, school personnel, parent/family, social workers and court counselors).

26. When youths are present in the cottage on Sunday morning, attend Sunday morning worship services at local church with youth.
27. Attend and take advantage of regularly scheduled in-service and other scheduled training sessions. Take advantage of other professional growth opportunities.
28. Other duties as assigned.

**ORGANIZATIONAL RESPONSIBILITIES:**

1. Engage in regular supervision with one’s supervisor.
2. Fully support and model the mission, vision, and values of BGHNC.
3. Model servant leadership and strength-based philosophies.
4. Deal constructively and helpfully with all other members of the organization.
5. Adhere to all policies, systems, safety requirements, and procedures of the organization.
6. Be a professional representative of the organization to those outside it.
7. Be aware of the cultural and socioeconomic characteristics of persons served.
8. Participate in required training appropriate to your position, and beneficial to the vision of BGHNC.

**WORKING CONDITIONS**

Direct supervision of residents who are emotionally troubled/challenged. May require physical interventions (restraints), mental creativity, and active participation in sports, educational, social and other physical activities.

Physical Requirements:

Walking, jogging	50%
Sports activities, lifting, carrying, pushing, pulling (up to 25#), bending, twisting, tool use, standing	25%
Kneeling, walking on uneven terrain, climbing stairs/ladders, reaching, squeezing, keyboarding, sitting, physical restraints, lifting, pushing, pulling, carrying (up to 50#)	25%

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SIGNATURE

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DATE

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HUMAN RESOURCES

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DATE