



Valley Teen Ranch STRTP Direct Care Staff Job Description

Position Identification:

Job Title : STRTP Direct Care Staff
Reports to : STRTP Supervisor and STRTP House Supervisor
FLSA Classification : Non-Exempt

I. Job Summary

Your responsibilities are modeling a good parental figure to teenage boys. This includes; supervision, meals, transportation to appointments/events, life skills, assigning chores, guiding and all necessary paperwork.

II. Responsibilities and Duties

1. Provide care, supervision, observation and protection of residents individually and in groups at all times.
2. Assistance to each residents in working with a group and in handling individual problems.
3. Administer discipline and set limits for behavior.
4. Supervise and participate in planned or directed activities.
5. Participate in in-group counseling, treatment planning sessions and in-service training.
6. Help implement resident treatment plans and directed activities.
7. Oversee chores.
8. Instruct residents in self-maintenance and life skills.
9. Helps residents develop interpersonal and communication skills.
10. Within one's area of competence, may assist youth with school and homework assignments, as needed, as well as supervise residents during this time.
11. Inventories resident's clothing, household linen and other supplies, as needed.
12. Assist with intake of the residents clothing, inventory, shopping, paperwork, etc.
13. Assist with the following household duties: food shopping, menu planning, assisting with food preparation, meal counts, supervision of residents with food preparation; cooking food for residents; supervision of resident while learning to cook; supervision and performance of housekeeping chores.
14. Write daily log narratives on residents, incident reports and other reports as required.

15. May act as liaison to resident's authorized representatives, community residents, school personnel, law enforcement personnel and others, as needed.
16. Transports residents to medical/dental appointments, for clothing and directed activities, as needed or required.
17. Assists with Doctor/Dentist appointments, dispensing of medication (s) and perform minor first aid, as needed.
18. Responsible for resident's clothing needs, including the supervision of performance of clothes washing.
19. Responsible for performing daily and weekly quality assurance system checks, as required: may perform various household maintenance functions, as needed.
20. Responsible for monitoring maintenance needs of physical plant and reporting any deficiencies to administration for correction, as required.
21. Filing, copying, inventory of necessary forms.
22. Assist in supervision of residents on outings, camp, and trips, etc.
23. Assist with transportation needs.
24. Complete logs for each youth's shift work.
25. Any other duties that may be necessary to ensure the health and safety of the youth in the facility.
26. Fulfill other periodic agency responsibilities which are assigned to management and not already part of this job description

III. Minimum Qualifications

- A. Must be a minimum of 21 years of age.
- B. Be of good moral character.
- C. Have a genuine interest and desire to serve children and adults.
- D. Position Requirements:
 1. Direct care staff shall meet one of the following requirements prior to employment:
 - a) Have a Bachelor of Arts or Sciences Degree;
 - b) Have a valid Child Development Teaching Permit;
 - c) Have completed 12 semester units of Early Childhood Education, Adolescent Development, or Foster and Kinship Care Education and have at least 100 hours of experience working with youth;
 - d) Have a valid certificate as an Alcohol Counselor, Drug Counselor, and have at least 100 hours of experience working with youth;
 - e) Have a valid Vocational Training certificate, credential or documentation demonstrating that the individual is a trade journeyman who instructs children in vocational skills and have at least 100 hours of experience working with youth; or

- f) Have previously been employed as a staff or volunteer at a group home or short-term residential therapeutic center for at least one year.
 - g) Have relevant experience as determined by the department to meet any of the above requirements.
2. Must undergo and pass a thorough background check
 3. No child abuse record or allegation.
 4. Have and maintain a valid CA driver license and a safe DMV driving record.
 5. Reliable transportation.
 6. Have and maintain current evidence of insurance.
 7. Ability to work in a non-smoking atmosphere.
 8. Ability to work as a part of a team, and be able to perform required tasks with a minimum amount of supervision.
 9. Typing and computer skills with writing ability.
 10. Embrace the Mission, Vision, Core Values and Theology of Valley Teen Ranch, Inc.
 11. Work the agreed upon schedule, adhere to all VTR Policies & Protocols especially Punctuality Policy & Protocol.

IV. Other Qualifications

- A. Reliable, Responsible and Respectful.
- B. Good communication skills: Written, Verbal and Non-verbal.
- C. Strong administrative skills including: being organized, good time management/prioritization, planning and initiative.
- D. Organizational awareness and sensitivity.
- E. Resourceful and flexible with adaptability.
- F. Integrity and good judgment.
- G. Team player.
- H. Punctual.
- I. Able to follow through with direction/instruction.

IV. Personal Growth and Professional Development

- A. Regular time devoted to personal study and edification in preparation for service on all levels.
- B. Continue professional development by taking courses and seminars relative to casework with children and families.
- C. Must attend all VTR Staff meetings & weekly trainings.

V. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands handle or feel; reach with hands and arms; stoop, kneel, crouch or crawl; and taste or smell. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception. Have and maintain the ability to drive company vehicle.

VI. Work Environment

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee can be exposed to outside weather conditions. The employee can be exposed to wet and/or humid conditions, extreme cold and extreme heat. The noise level in the work environment can be more than moderate.

I have read, understood and received a copy of the job description entitled:

STRTP Direct Care Staff

My signature heretofore attached indicates my willingness to perform the duties outlined. Additionally, I understand that my Employee Performance Evaluations will be based on the duties described therein.

Employee Signature

Date

Agency Representative Signature