

1.00 PURPOSE

- 1.01 To implement the established program of residential child care that assures the individual needs of each student (e.g. emotional, social, spiritual, educational, recreational, etc.) are adequately served,
- 1.02 To provide for the health, safety, and welfare of each student assigned to the cottage, and
- 1.03 To maintain necessary documentation and records in accordance with the established policies and procedures of Goodland and the Oklahoma Child Care Standards.
- 1.04 To meet or exceed any and all goals and objectives promulgated by the President.

2.00 RESPONSIBILITY

- 2.01 The Cottage Parent is responsible to the Program Manager and will be evaluated annually.
- 2.02 The Cottage Parent performs duties associated with day-to-day operation of a family-style care program for youth.

3.00 DUTIES

- 3.01 Provide for the physical well-being of the youth through the sharing or providing of happiness, praise, empathy, consolation, joy, optimism, respect and sympathy.
- 3.02 Provide for the protection of the youth...
 - a) from physical harm, such as fire, electrical dangers, poisons, drugs, etc.;
 - b) from decisions by school, courts, agencies, or family members that may be to the detriment of the child;
 - c) from hazardous situations by having knowledge of where the youth is, who the youth is with and what the youth is doing; and
 - d) by encouraging the development of cultural and ethnic identity and realistic relationships with natural parents.
- 3.03 To provide for the spiritual development of the youth in their care through...
 - a) the encouragement of prayer, spiritual reading and contemplation;
 - b) the development of moral and positive values; and
 - c) family participation in the spiritual community.

- 3.04 To provide increased socialization through the teaching of practical, social, self-help, academic, and maintenance skills necessary for the child to function competently in the social environment. Such skills would specifically include assertiveness, dating, studying, accepting feedback, negotiating, grammar, spelling, doing laundry, personal hygiene, task completion, comparative shopping, following directions, delayed gratification, rational problem-solving, etc.
- 3.05 To provide for the academic and vocational development of the youth through working closely with school personnel and employers, establishing academic and vocational goals with the youths input, and teaching the skills necessary for the youth to achieve these goals.
- 3.06 To involve, instruct and participate with youth in physical and recreational activities. Plan, coordinate and take an active role in off campus educational and recreational trips which may include long distance travel.
- 3.07 To provide individualized care to each youth regarding their behavioral goals. Periodic review of the youth's progress toward treatment goals will be shared in verbal and written form with the youth, his family, and other appropriate persons.
- 3.08 To provide, where possible, support and training to youth's family or adults who will assume responsibility for the youth upon program completion.
- 3.09 To provide the youth with a naturalized family-style living environment 24 hours a day, 365 days a year through providing encouragement to the youth for building positive relationships in the home and providing the concern, direction, assistance and support which would normally be received from a parent.
- 3.10 To provide an appropriate role model of a professional to the youth and co-workers by responding to the request and suggestions of the administrative staff.
- 3.11 Ensure residents follow the established rules and regulations of Goodland while still maintaining their respect and confidence.
- 3.12 Maintain close accountability and awareness of students and their behavior, and respond to situations calmly, quickly and decisively utilizing common sense and sound judgment.
- 3.13 Listen and respond to the needs of the students while managing and maintaining control, order and discipline.
- 3.14 Maintain detailed and accurate records regarding major incidents and ensure proper communicate of any and all necessary information to the appropriate staff regarding daily occurrences.
- 3.15 Maintain necessary records documenting the students progress in the established program at Goodland Presbyterian Children's Home.
- 3.16 Maintain an inventory of all equipment and supplies assigned to the cottage and submit an updated copy to the Program Manager annually.

- 3.17 Provide supervision and transport students to and from school, work, special events, and other off campus activities provided on the program schedule. Also, be available to supervise and transport students to and from medical appointments.
- 3.18 Document on a maintenance request form any observed equipment or structural damage on campus and submit a copy to the Program Manager.
- 3.19 Report immediately any health or safety hazards observed on the property of Goodland to the Program Manager.
- 3.20 Perform routine maintenance of the cottage, such as, changing light bulbs, air conditioner filters, tightening screws, etc.) and maintain a monthly routine maintenance check list and preventative maintenance schedule.
- 3.21 Plan and supervise students on routine work assignments. Keep accurate and constant accountability of all students under care.
- 3.22 Perform other duties as assigned by the Program Manager of Goodland.

4.00 SUPERVISION

- 4.01 Supervise a maximum of eight (8) youth in a residential cottage setting, willing to supervise more at special events if the need arises,
- 4.02 Supervise and ensure the economical and efficient use of utilities and supplies within the cottage, and
- 4.03 Oversee the upkeep and maintenance of the cottage.

5.00 QUALIFICATIONS

- 5.01 BA/BS in Social Work or related field, or
- 5.02 High School Degree with one to three years experience in Child Care.
- 5.03 A valid driver's license.
- 5.04 A clean criminal record and excellent references.
- 5.05 Married, living together, husband and wife in a harmony.

6.00 REQUIREMENTS

- 6.01 Must be a minimum of twenty-one (21) years of age and be mentally, emotionally and physically fit.

- 6.02 Must acquire a minimum of twenty-five (25) hours of training in child growth and development per year.
- 6.03 Must obtain Red Cross 1st Aid and CPR training within 90 days of employment. This Red Cross 1st Aid and CPR training is not to be included in the twenty-five (25) hours of training required annually.
- 6.04 Must be willing to work five (5) days on-duty and two (2) days off-duty. Willing to be on-call twenty-four (24) hours while on-duty.
- 6.05 Must have working knowledge of the Oklahoma Family Code and Child Care Standards.

7.00 PERSONAL SKILLS

- 7.01 Ability, desire, patience and commitment to teach youth. Must possess unquestionable moral and emotional fitness.
- 7.02 Ability to communicate and build a rapport with youth. Able to counsel effectively with the student and familiar with acceptable discipline techniques for inappropriate behavior. Must adhere to the principles and practice of Reality Therapy.
- 7.03 Ability to implement all phases of the family-style care program including budget, records, reports, and youth behavior.
- 7.04 Ability to model appropriate behavior, morals and the judgment to work with a family of eight (8) youths in a responsible manner.
- 7.05 Good verbal skills and writing skills.
- 7.06 Able to adequately maintain the proper files, written evaluations and reports to meet established standards.

8.00 WORK CONDITIONS

- 8.01 The Cottage Parent will be provided an office with a desk and any other supplies as necessary to work effectively.
- 8.02 Accountabilities and scheduled working hours are subject to change at any time in order to best serve the needs of Goodland.
- 8.03 The Cottage Parent will be provided adequate overnight quarters and living space when on duty.