

## **Direct Care Staff**

### ***Role and Responsibilities:***

Provide supervision and care to youth in the program.

Deliver services and perform the duties required to maintain daily operations of a residential care program for youth, and document daily activities in the activity log prior to the end of each shift.

Effectively watch, listen, engage, and monitor youth interaction.

Orient new residents to the program by explaining daily routines, expectations, and resident rights.

Ensure each resident is assigned a room with adequate bedding and hygiene supplies, complete clothing inventory, and ensure each child has an adequate supply of seasonal clothing.

Reasonably searching residents who are leaving or returning to the FLY House for visits, appointments, or off-site activities, as directed

Provide direct supervision and know where residents are always.

Conduct and document 15-minute bed checks during sleeping hours.

Maintain a therapeutic, safe, and clean environment for residents and staff, including housekeeping, preparing, and serving meals.

Assure the proper usage, cooking, cleaning, and storage of all kitchen utensils, cookware, appliances and serving ware.

Supervise, motivate, and engage youth in completing daily routines and chores to ensure cleanliness of the home.

Provide support with hobbies, studies, social, recreational, and extracurricular activities.

Provide support and supervision of youth's laundry skills regarding clothes and linen.

Provide support and supervision of youth's hygiene: encourage & support healthy hygiene skills.

Model a positive attitude, appropriate language/communication, and mature behaviors to Youth AT ALL TIMES.

Interact with youth, as much as possible.

Provide positive feedback to youth: praise, recognition, and redirection.

Assist in caring for youth during outings, groups, study time, field trips, house meetings.

Transport youth in company or personal vehicles, when necessary.

Dispense medication(s) to youth, logging each dose.

Document all incidents and distribute to the necessary parties.

Attend all mandatory meetings and trainings.

Complete all mandatory trainings, in a timely manner.

Be a team player/leader with other staff – AT ALL TIMES.

Provide a team approach to identify and serve the needs of the Youth.

Implement Behavior Interventions

Develop a clear understanding of the rules, regulations, expectations, and requirements to remain a direct care staff member at the FLY House.

Remain in compliance with established Policies and Procedures for the FLY House.

***Qualifications and Education Requirements:***

Must be at least 21 years of age.

Minimum of a High School Diploma or equivalent required.

Associate in Human Resources or related field preferred.

Must have at least one year of experience working with youth.

Must have the ability to demonstrate leadership/managerial skills.

Must be honest and tolerant of others.

Must have a willingness to grow personally and professionally.

Must have a nondiscriminatory lifestyle in respect to color, creed, national origin, and handicapped conditions.

Must be flexible for workdays and hours to meet the needs of the program and position.

Must be able to role model acceptable, mature behaviors despite adversities.

Must be willing to forgive daily when residents are difficult to manage.

\*Current CPR/First-Aid Certification, Medication Management, Food Handler, Human Rights, Bloodborne Pathogens, Safe Crisis Management, Trauma-Informed Care, and additional training required.

Must have the ability to lift 50 pounds to waistline and be able to stoop, bend, and stand.

A valid license, proof of insurance and, a current copy of a BMV driving record is required.

Must pass a BCI&I and FBI Background Check. Must pass the National Sex Offender Search, the Ohio Alleged Perpetrator Search, and the Child Abuse and Neglect. Registry Search and drug screen.

\*Training is provided by FLY during orientation and ongoing throughout the duration of employment.

I certify that I have received and reviewed this job description concerning the position for which I have been hired.

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Employee Name (Printed)

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Employee Signature

\_\_\_\_\_  
Date