



Job Title: Direct Care Staff

Date: June 2019

Hours: Full or Part Time may be available. Hours vary in rotating 9 hour shifts and include weekday afternoons (2:45pm-11:45pm), weekday awake overnights (11:30pm-8:30am), and weekends (8am-4pm, 4pm-12am, 12am-8am awake).

Summary: Direct Care Staff are responsible for the supervision and guidance of teens at Hope Harbor with particular emphasis on the development of resident goals in the Life Skills and Spiritual Growth components of the Hope Harbor program. Direct Care Staff will support residents' forward movement in their educational and counseling goals. Responsibilities of this position include:

Direct Care Responsibilities:

- Provide safe/consistent care to all residents at Hope Harbor through the training and policies of Hope Harbor
- Knowledgeable of and follows procedures/policies in the Training Manual
- Attends training meetings on a regular basis and reviews meeting postings
- Communicates with supervisor and coworkers on a regular basis in person and through email and phone
- Completes thorough, accurate and timely logging in all areas including Google Drive, med administration, forms, discipline, resident funds, menus, chores and all other paperwork
- Familiar with each resident's individual needs and programing recommendations, and contributes their own programming recommendations
- Maintains security of the home and residents, is physically and mentally present providing quality care during shift work, provides fair and respectful treatment of all residents and knows the whereabouts of residents at all times
- Puts in the prep work before supervision of residents begins on each shift so they can provide successful and effective care, not survivalist care, through prayer, activity planning, training, communication and other means

Other Responsibilities:

- Complete Hope Harbor Orientation Training
- Shift time tracking after each shift is completed
- Demonstrate reliability and dependability
- Attend Resident Review, Staff Training meetings and annual Staff Retreat; encouraged to attend Resident Review meetings and prayer
- Use individual gifts and specialized training to promote Hope Harbor and be a resource in the community
- Other as needs arise or are assigned

Skills:

Participant/Family Focused
Collaborative
Organized
Attention to Detail
Honest

Ethical Action
Empathetic
Able to multitask
Dependability
Strong Communication

Creative
Good behavior management and discipline skills
Passionate

Required Qualifications:

1. At least 21 years of age
2. Pass a Background Check
3. Passion for working with teens and families in a nonprofit setting

Preferred Qualifications:

1. Strong Christian faith and value system
2. Bachelor's Degree in Human Services, Public Relations, Ministerial, or other related field