

Weekend

Resident Care Coordinator

Wage and Hour Status

Hours: Varied
Status: Regular, Non-Except
Level: Direct Care
Wage: Hourly
Benefits: Available if qualified for full time employment

Experience/Qualifications

Minimum Qualifications

- A minimum age of 18 and a high school diploma or GED.
- Two strong and relevant professional references, only one of which may be from a corporation employee or Board member.
- Successfully pass criminal background check.
- Successfully pass tuberculin skin test.
- Possess and maintain valid certification in First Aid and Cardio-Pulmonary Resuscitation (for infants and children). May be completed within the first two months of employment.
- Must possess valid Montana driver's license with safe driving record and must be able to safely drive a van.
- Ability to maintain a neat, clean, and sanitary work environment, including carrying out routine daily cleaning chores.
- Ability to remain calm in crisis situations.
- Ability to work without direct supervision on shift.

Preferred Qualifications

- Two or more years related experience in providing quality direct service to adults, young people and children, including experience working with special needs, e.g. severe emotional disturbances, cognitively or developmentally delayed, etc.
- Bachelor's degree in early-childhood, social work, psychology, elementary education or related field.

Supervision

- Under direct supervision of Resident Program Manager

Role

Provide the client with assistance and support to help them remain or return to independence. To insure that Mountain Home Montana is a safe, healthy and harmonious place to grow in.

Job Duties

General Work Characteristics

- Hours of Work. Friday 9a-9p, Saturday & Sunday 8a-8p. Employee will be required to attend staff meetings and training sessions.

- Comply with, promote, and enforce all corporation policies, and all pertinent governmental policies.
- Strictly adhere to all governmental and corporation policies prohibiting abuse, neglect, or exploitation of children. This includes reporting any suspected offenses on the part of other individuals, immediately, to the Child and Family Services Division.
- Submit all assigned paperwork (including time sheets, leave requests, etc) to supervisory staff in a timely and complete manner.
- Behave in a professional and competent manner at all times while on duty. This is especially important in all interactions involving children, other staff, families, representatives of other agencies, and the public at large. Display courtesy and friendliness when interacting with others while on duty.
- Help promote positive corporation image and successful public relations throughout all assigned work.
- Strictly protect confidentiality of information concerning families or children in services, or fellow staff; this includes refraining from sharing of confidential information with individuals whose job does not require the information.
- Dress for work in a manner befitting assigned duties and in a way that does not call unfavorable attention from others.
- Perform additional duties as assigned.

Direct Care Responsibilities

- Employee is responsible for providing direct care to residents when necessary including the following:
 - Transporting to appointments when necessary
 - Helping file paperwork
 - Administering medication
 - Mentoring
- Employee must demonstrate the guiding principles of Mountain Home Montana including:
 - Unconditional care
 - Providing for basic needs of child
 - Knowledge of child development
 - Individualizes support
 - Strength-based perspective
 - Collaborates with other agencies
 - Teaches positive parenting strategies

Specific Duties

- Provide the client with assistance and support to help them remain or return to independence.
- Attend specific training
- Attend RCC Staff meetings
- Attend and act as an advocate for clients at appointments if necessary
- Perform and document all hourly, daily and more thorough random room checks
- Perform chore checks
- Enforce quiet hour

- Assure safety throughout house
- Saturday and Sunday: Give each resident a Breathalyzer if they return from a weekend out

Communications

- As needed, meet with and facilitate timely and effective communications with other staff, clients and their families and professionals from outside the agency.
- Promote open and effective communication (within and outside the agency) by following proper chain of command. This includes the obligation to provide feedback and important information to appropriate staff, properly reporting to supervisory staff, and refraining from sharing job-related information with individuals whose jobs do not require the information.
- Attend to and direct, and/or log Mountain Home Montana office phone calls in a professional manner, while in office.
- Maintain office keys, office cell phone on your person at all times.
- Read Client Alert, Communication Log, Daily Logging.
- Do Daily Client Logging using DAP format
- Complete other daily paper work such as parenting chart, chore chart etc.
- Keep calendar updated for residents
- Check in/ out all visitors and residents.