

JOB POSTING

The Florida United Methodist Children's Home, a Nonprofit organization, is currently seeking applicants for the following position

Residential Child Care Specialist- (Single Houseparent)

We are a faith-based organization, creating an atmosphere which enables children and families with special needs to experience God's love and care as presented in the life and ministry of Jesus Christ.

SUMMARY

The primary role of the Residential Child Care Specialist/Houseparent (RCCS) is to oversee the day-to-day care and supervision of the resident children assigned to his/her cottage. The Residential Child Care Specialist/Houseparent is responsible for monitoring all the aspects of daily cottage life and is, in essence, the primary caring person for the child/youth during his/her stay at the Florida United Methodist Children's Home.

EDUCATION AND/OR EXPERIENCE

- **MINIMUM AGE REQUIREMENT FOR THIS POSITION – 21 YEARS OLD**
- High School Diploma or equivalent Preferred
- Experience with at risk youth in a residential setting preferred
- Basic knowledge of first aid and CPR

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrated ability to work effectively with co-workers to support and implement the defined Model of Care and holistic program philosophy
- Demonstrated ability to work effectively with youth
- High personal values and standards that serve as model for youth
- Demonstrated ability to work with the treatment team to make decisions on issues related to the resident/residents in the cottage you are assigned
- Must have sensitivity to the service population's cultural and socioeconomic characteristics

PRIMARY DUTIES AND RESPONSIBILITIES

- Responsible for knowing and carrying out agency policies and procedures in the cottage and on-campus as dictated by the Policy and Procedures Manual and assigned supervisor
- Responsible for creating an atmosphere conducive to growth and development of the children/youth of his/her cottage as individuals and as a cottage group.
- Responsible for assisting the children/youth in his/her cottage in their adjustment to

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group living without weakening their ties to their natural families or significant others in the child/youth's life

- Responsible for maintaining the cottage, its furnishings, and its grounds. This includes daily cleaning and supervision of residents when they do their chores
- Responsible for planning and providing for the transportation for children/youth in his/her cottage to various functions and activities and maintaining all necessary maintenance documentation
- Responsible for providing for the nutritional needs of the children/youth in his/her cottage including the preparation of meals, implementation and all necessary documents with the menus and commissary
- Responsible to provide for the health and clothing needs of each resident in the cottage. This includes over the counter medications, proper documentation (as assigned) of medication. Clothing needs are to be communicated through the clothing room and purchase order if required.

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SECONDARY DUTIES AND RESPONSIBILITIES

- Attends Sunday and Wednesday Chapel services with residents consistently
- Participates in team meetings
- Assists in the accumulation of data and the formulation of service plans
- Monitors and supports auxiliary services (recreational, religious, counseling, etc.) rendered to the child
- Participates in in-service training that is required by regulatory entities and as assigned by the Team Leader

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

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