

JOB POSTING

**The Florida United Methodist Children's Home
Is currently seeking applicants for the following position**

Residential Child Care Assistant (Part-Time)

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 Assistant is to assist the live-in Residential Child Care Specialist with the day-to-day care and supervision of the residents of the assigned cottage(s) and to support the related Residential Care Programs in our holistic system of care as assigned by supervisor. While all Residential Child Care Assistants will be on a rotating schedule, they are expected to work at any assigned cottage or residential program.

EDUCATION

- Minimum High School Diploma or GED
- Minimum age requirement – 21 years old

QUALIFICATIONS

- Demonstrated ability to work effectively with co-workers
- Demonstrated ability to work effectively with youth
- Ability to communicate effectively, both orally and in writing
- High personal values and standards that serve as models for youth
- Basic knowledge of first aid
- Must meet the minimum qualifications set forth by the Home's Vehicular Insurance Carrier
- Must have sensitivity to the service population's cultural and socioeconomic characteristics

ESSENTIAL DUTIES AND RESPONSIBILITIES

While the duties noted below are very general in nature, responsibilities may extend beyond the noted list. It is the expectation that the RCCA will work collaboratively with the RCCS/YCS to determine what are the specific needs of the assigned home.

- The RCCA will be given guidance from the primary RCCS/YCS's on duties during the shift.
- The RCCA is responsible for assisting RCCS/YCS's in carrying out agency policies and procedures
- The-RCCA is responsible to assist in creating an atmosphere conducive to the growth and development of the residents
- The RCCA helps with supervision of residents, leading to a safe environment
- The RCCA is responsible for helping residents in their adjustment to group living
- The-RCCA establishes rapport with residents and with all agency staff
- The RCCA assists other staff in teaching residents social skills and daily living skills
- The RCCA shares the responsibility for maintaining the cottage
- The RCCA helps with all aspects of cottage management when asked, i.e. cooking, transportation, checking homework completion, etc.
- The RCCA produces some documentation according to agency policy, i.e. incident reports, e-mail communication, behavioral documentation and is familiar with the computer resources in the staff office
- The RCCA assists other staff in encouraging the religious growth and education of the residents
- The RCCA is responsible for learning and growing in skills and knowledge of this field and is encouraged to attend in-service training
- The RCCA is responsible for completing room checks and follow up with residents on room cleanliness and house chore responsibilities
- The RCCA will participate in Treatment Team meetings one time per month to provide input regarding any behaviors or treatment needs

If you are interested in the above position, please submit a resume via email to jobs@fumch.org, or fax it to (386) 668-3363, Attn: Human Resources

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- The RCCA increases skills through the supervisory relationship
- The RCCA debriefs with the house parents on the daily goals, what it is that needs to get accomplished that day and or the rest of the week
- The RCCA is responsible for logging over the counter medications as distributed, as well as follow the medication protocol.

SUPERVISORY RESPONSIBILITIES

This job has no direct supervisory responsibilities at this time

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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