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| **POSITION:** Home Coordinator (HC) for WellHouse Child (WC) | | **DATE: December 22, 2020** | |
| **REPORTS TO:**  WC Program Director(PD) | | | |
| **SUPERVISORY**: No | **FLSA STATUS:** Non-Exempt | | **OTHER:** 3 on/4off – 4 on/3 off |

**POSITION SUMMARY:** The HC’s primary responsibilities include providing direct care and supervision to the youth while meeting basic daily needs, providing organization and maintenance of home, and supporting each residents’ personal goals to succeed. Further responsibilities include monitoring the security of the home and residents to ensure that the risk of flight is minimized and protection from unwanted intrusions is minimized.

# ESSENTIAL FUNCTIONS

* Monitor and maintain the safety and security of the residents and facility via established protocols.
* Greet new residents, assign them to their rooms and ensure that they are provided with needed items (hygiene products, clothing, devotional books, etc.).
* Address negative behaviors with a positive Godly attitude.
* Ensure that residents are monitored for safety throughout the evening and overnight hours.
* Perform periodic inspections of the facility and coordinate corrective action plans to address problems.
* In coordination with PD and Case Manager, supervise client activities including breaks, assignments, recreational activities and other activities as needed.
* Perform minor maintenance and cleaning, and maintain organization and functionality in the homes.
  + Ensure that residents perform daily chores as applicable
  + Redirect residents when chores are not performed correctly
  + Ensure that all areas remain organized.
* Coordinate food purchases and prepare or assist in the preparation of meals, specifically evening meals.
* Document activities in accordance with TWH/WC practices.
* Coordinate supervision of residents during activities off site if requested by PD.
* Maintain confidentiality, as per TWH/WC practices and HIPPA.
* In coordination with the Case Manager and PD, assist with planning and conducting special activities.
* Assist with transportation of residents as needed.
* Perform periodic inspections of the facility and vehicles and maintain a log of such.
* As needed, dispense and log medication for residents in accordance with TWH/WC policy.
* Perform other related duties as assigned by supervisor.

# ADDITIONAL DUTIES AND RESPONSIBILITIES:

* Ensure that residents are up, dressed, and ready for the day at a pre-determined time.
* Ensure residents do not leave their bedrooms into the living areas unless they are appropriately dressed.
* Ensure that residents make their beds and straighten their area prior to coming into the living area each morning.
* Daily check all lighting to ensure that lights (inside and out) are not left on needlessly.

# Complete the Reasonable and Prudent Parenting Standard training annually.

# Obtain and maintain CPR training.

# Participate in a 30-hour training within 180 days of hire.

# After one year of employment, participate in a minimum of 15 hours of in-service training.

# Attend all other training as required

# KNOWLEDGE, SKILLS AND ABILITIES:

1. Strong judgment and critical thinking skills.
2. Ability to maintain professional boundaries with rescues, residents, volunteers, stakeholders, donors, guests, and other WellHouse staff.
3. Must possess effective reading comprehension skills.
4. Must possess strong customer service skills (courteous, friendly, etc.). Requires the ability to identify and solve problems in a calm, logical manner. Problem solving will include cooperative efforts with the rescues, residents, volunteers, stakeholders, donors, guests, and other WellHouse staff.
5. Demonstrated organizational skills, with the ability to manage crisis, deescalate individuals, foster teamwork; multi-task; adapt quickly to change; and the ability to integrate the organization’s mission with required tasks, residents and rescues.
6. Excellent interpersonal and communication skills, including the ability to write and speak clearly and effectively, and to listen attentively.
7. Highly motivated, organized, and display mature judgement.
8. Demonstrated ability to comply with policies and procedures; uses proven sound judgement and discretion with sensitive information.
9. Ability to work independently.
10. Must be ethical (honest, responsible, accountable, demonstrates integrity).
11. Ability to work respectfully, non-judgmentally, and professionally with diverse groups of people and various populations in a culturally competent manner. This includes internal and external interactions.
12. Must be adaptable (open to feedback, change, new ideas) and be flexible in job tasks within a team format.
13. Ability to be flexible in working hours to address emergency situations, shift coverage, meetings, and various organizational priorities.
14. Must maintain eligibility requirements for The WellHouse vehicle insurance coverage. Requires a current and valid unencumbered driver’s license.
15. Must respect and advance The WellHouse mission.

# EDUCATION AND EXPERIENCE

1. Prefer a Bachelor’s Degree in Human Services field or equivalent combination of education, training, and experience is required.
2. Applicants should also have specialized experience and/or training in trauma informed services.

**PHYSICAL REQUIREMENTS** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee maybe required to travel independently and to talk or hear and to use hands to finger, handle, or feel. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or transport up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The company will comply with all requirements of the American with Disabilities Act (ADA).

# I have read and understand the responsibilities and duties of this position.

Name: Date:

**DISCLAIMER**

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job. Management reserves the right to revise the position or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs requiring non-regular work hours or technological developments).

Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_