



## Job Description

**JOB TITLE:** Assistant  
**REPORTS TO:** Direct Care Supervisor, Home Life Supervisor and Family Teachers  
**POSITION STATUS:** Full-Time, Non-Exempt

### GENERAL SUMMARY:

Under the supervision of the Direct Care Supervisor and Home Life Supervisor and in conjunction with the Family Teachers, the Assistant (Assistant) performs the duties associated with the following program models: Foster Care, Behavior Modification, Independent Living and Aftercare within a family-style living environment for youth. The Assistant works as a team player within the treatment team that includes the Family Teachers, Home Life Supervisor, and Vice President and may include other Assistants or Assistant - PRNs and other professionals to ensure that the youth's physical, emotional, spiritual, educational and social needs are met.

**SCHEDULE:** Normally 40 hours per week; additional hours may be required as needed. The Assistant position is required to work up to two overnight shifts per week on the Family Teachers' days off, and one eight (8) hour shift per week, normally when the Family Teachers are on duty. The position may require some additional flexibility to work other times and shifts as needed and/or as directed by the administration.

### PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Provide for the safety and protection of children that includes but is not limited to:
  - ◆ Protection from physical and emotional harm,
  - ◆ Protection from decisions by school agencies, or family members that may be detrimental to the child, and
  - ◆ Providing appropriate supervision based on age and individual needs. Supervision includes being aware of and accountable for each child's on-going activity, providing the level of supervision necessary to ensure each child's safety and well-being, including auditory and/or visual awareness of each child's on-going activity as appropriate; and being able to intervene when necessary to ensure each child's safety.
2. Provide for the physical needs of children and youth in care, which includes but is not limited to:
  - ◆ Keeping all medical, dental, psychiatric and therapeutic appointments,
  - ◆ Teaching good personal hygiene,
  - ◆ Preparing and serving nutritious meals,
  - ◆ Ensuring children get adequate rest and observe established bedtime routines, and
  - ◆ Following plans for each child's physical activity and recreation requirements.
3. Provide for emotional needs of children and youth by providing praise, empathy, optimism, & respect.
4. Provide for the social needs of children and youth by teaching social skills and norms outlined in the program models (i.e. assertiveness, accepting feedback, following directions, problem solving, etc.)
5. Provide for the spiritual needs of children:
  - ◆ Be a Christian example on and off campus,
  - ◆ Encourage Bible reading and encourage the youth's spiritual growth,
  - ◆ Participate in regular devotionals, and
  - ◆ Attend church weekly with the cottage youth regularly when on duty and facilitate their active involvement in religious activities
6. Provide for academic and vocational development of children and youth:
  - ◆ Work with school personnel and employees,
  - ◆ Work closely with Family Teachers and Treatment Team to understand and set specific goals,
  - ◆ Teach skills and assist youth with achieving specific goals
7. Maintain records and documentation as required by state contract and minimum standards, health standards and expectations of administration.

8. Assist in maintaining the cleanliness of cottages that includes the inside and outside areas in compliance with state minimum standards, health standards, and supervisor's expectations so that a positive image is always presented.
9. Provide transportation of children in care on a regular basis and as directed by administration.
10. Provide helpful feedback related to the youth's progress in accordance with the program models. Assist in integrating and overseeing the implementation of all treatment approaches.
11. Identify and apply principles of logical thinking for problem-solving during youth crisis.
12. Demonstrate professionalism, including the following:
  - ◆ Know and follow policies of Amarillo Children's Home and other directives implemented by administration.
  - ◆ Cooperate with other staff, school officials, children's relatives, other agencies' staff and other related professionals.
  - ◆ Know and follow state contract and minimum standards as prescribed by the Department of Family & Protective Services.
  - ◆ Know and follow the youth rights of children in care as prescribed by the Department of Family & Protective Services.
  - ◆ Adhere to the reporting requirements for youth that have been abused, neglected and exploited.
  - ◆ Adhere to confidentiality policies related to protection of youth and staff information.
  - ◆ Maintain professional boundaries with youth and other team members of Amarillo Children's Home.
  - ◆ Adhere to Amarillo Children's Home's policies related to protecting agency property and reporting requirements.
13. Demonstrate competency, prudent judgment, and self-control in the presence of children and when performing assigned responsibilities.
14. Attend mandatory training as prescribed for the position and as directed by administrative staff; attend staffing and/or other treatment team meetings when applicable.
15. Successfully complete mandatory training related to all program models.
16. Adhere to the required minimum of two overnight shifts per week.
17. Perform any related duties as directed by the Family Teachers, Home Life Supervisors, and/or Vice President.

#### **PHYSICAL AND SENSORY REQUIREMENTS**

- Ability to communicate effectively with youth, staff, families, caseworkers, probation officers, medical personnel, support agencies, vendors, community members, donors, board members and other professionals.
- Ability to read and write in English.
- Bending, lifting up to 50 pounds, grasping, fine hand coordination, pushing and pulling.
- Ability to supervise children by sight and sound and know children's activities, location and who they are with.
- While sleeping, must be able to hear, waken and physically respond to alarms on youth bedrooms.
- Ability to operate small household appliances and equipment.
- Ability to protect yourself and possibly restrain a child if it becomes necessary in order to protect the child, other children or yourself from harm.

#### **QUALIFICATIONS**

- ◆ High school diploma or GED - required. Completion of college coursework in social work, education, youth behavioral sciences, child development or a related field is preferred.
- ◆ Valid Driver's License and a good driving record.
- ◆ A minimum of 1 year of experience working with youth of any age is preferred.
- ◆ Demonstrate a desire and ability to teach youth.
- ◆ Ability to model appropriate behaviors, morals and the judgment required to work with a large number of youth/children in a responsible manner.
- ◆ Be a physically, mentally and emotionally healthy adult with the knowledge, skills and ability to do the tasks in the job description, and have no health or behavioral issues that present a danger to children in care (per TDFPS Minimum Standards for General Residential Operations, Sec. 748.505).
- ◆ Be able to read, write and communicate with others involved in the child-care process.
- ◆ Have no disqualifying criminal history, and be willing to submit to a thorough criminal and background check that may include submitting to an FBI fingerprint check.
- ◆ Be free of tuberculosis (tb) and submit to a tb test
- ◆ Must submit to and pass a drug test
- ◆ Must be a minimum of 21 years of age

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

By signing, I affirm that I have read this job description, fully accept the responsibilities described and have received a copy of this job description for myself.