

## **HOME ON THE RANGE -- JOB DESCRIPTION**

### **Residential Specialist**

#### **A. Job Purpose and Function**

1. Provide supervision, guidance and direction for residents in a living environment.
2. Adhere to and enforce the policies and rules in the Residential Living Manual and Personnel Policies and Procedures Manual. Comply with licensing standards, accreditation standards, and clients' rights.
3. Provide a sense of security and safety for each resident by protecting residents from being hurt physically or abused emotionally.
4. Facilitate behavior management for the residents through the use of risking connections model. Pursue continuing training in risking connections model.
5. Observe all residents, noting any unusual behavior, log behavior and alert other employees of any concerns.
6. Chaperon residents on activities as assigned.
7. Transport residents to activities, jobs, medical appointments, school-related functions and other activities. Drive agency vehicle in safe and lawful manner.
8. Responsible to keep accurate records and write thorough and objective reports including, but not limited to, log entries, incident reports, phone calls, crisis reports, primary paperwork, crisis worksheets, self-capacitive worksheets, daily shift check-in sheet, etc.
9. Conduct light maintenance and housekeeping to maintain a safe, clean, secure, and orderly living environment for the residents and employees.
10. Attend trainings, meetings, conferences, progress review, and in-service trainings.
11. Responsible for monitoring and meeting residents' health needs under the supervision of the medical department, such as administering CPR, first aid and dispensing of medication after proper training.
12. Encourage and assist residents in their education program.
13. Provide a positive role model by maintaining appropriate dress, language, social skills, and hygiene.

14. Supervise residents' daily living. Teach grooming, hygiene, housekeeping functions, care of property, family living skills. Help residents work through emotional and behavioral problems through the use of risking connections model.
15. Know rules and procedures regarding institutional child abuse and neglect. Must know how to identify and report suspected abuse and/or neglect.
16. Maintain familiarity with all emergency procedures relative to hazards such as: fires, tornados, power outages, blizzards, etc.
17. Communicate effectively with other employees.
18. Participate in a minimum of 20 hours of continuing education or in-service training annually.
19. Perform other duties as assigned by supervisor.

**B. Decision Making Powers**

Responsible for making decisions on a daily basis for the wellbeing of Home On The Range, its residents and employees.

Only the charge counselor, assistant charge counselor or co-residential director can make decisions regarding change(s) to an action plan or activity.

**C. Supervision**

Supervision of residents in a variety of settings.

**D. Work Conditions**

This position entails the direct supervision and teaching of residents in a group living environment and a variety of settings including in-door and out-door activities. Specific emphasis is placed on role modeling and teaching, using a structured model of behavior management.

Home On The Range accepts children of all races, creeds, and colors, and employs people without regard to their age, gender, national origin, color, race, creed, religion, physical or mental disability, sex, including pregnancy, marital status, status with regard to public assistance. As an employee of Home On The Range you are responsible to be sensitive to the cultural differences of the people you work with and the children and families we serve.

**E. Equipment**

Must be able to type log entries on the computer. May only operate equipment you are trained to operate and are designated to operate by the co-residential director.

**F. Home On The Range's Mission Statement**

Providing a safe home for youth who have experienced physical or emotional trauma, where every act is done with love to help them discover the dignity of the human person and learn the skills to manage life's challenges.

**G. Confidentiality**

There is a high level of confidential matter with this position. All information regarding residents and employees must be treated confidentially.

**H. Accountability**

This position is directly accountable to the charge counselor and assistant charge counselor. This position is directly and indirectly accountable to the co-residential director.

**I. Requirements**

1. Must be 21 years of age or older.
2. Must have a valid driver's license.
3. Must have a high degree of interpersonal relationship skills and enjoy working with teens.
4. Must have a high school diploma or equivalency.
5. Must be able to work in stressful situations.
6. Must be physically able to move about the campus that is spread over a large area.