

## **Learning Coach Supervisor - Residential Specialist**

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

1. Provide supervision, guidance and direction for residents in a living environment. Employee must be able to solo-supervise residents.
2. Provide a sense of security and safety for each resident by protecting residents from being hurt physically or abused emotionally.
3. Facilitate behavior management for the residents through the use of risking connections model. Pursue continuing training in risking connections model.
4. Observe all residents, noting any unusual behavior, log behavior and alert other employees of any concerns.
5. Chaperon residents on activities as assigned.
6. Transport residents to activities, jobs, medical appointments, school-related functions and other activities. Drive agency vehicle in safe and lawful manner.
7. 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.
8. Conduct light maintenance and housekeeping to maintain a safe, clean, secure, and orderly living environment for the residents and employees.
9. 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.
10. Provide a positive role model by maintaining appropriate dress, language, social skills, and hygiene.
11. 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.
12. Know rules and procedures regarding institutional child abuse and neglect. Must know how to identify and report suspected abuse and/or neglect.
13. Maintain familiarity with all emergency procedures relative to hazards such as: fires, tornados, power outages, blizzards, etc.

14. Communicate effectively with other employees.
15. Enforce rules, policies and procedures while supervising residents in school.
16. Oversee getting all school supplies needed for residents (backpacks, writing instruments, spiral notebooks, etc.).
17. Oversee purchase and tracking of incentives residents may earn in relation to their school accomplishments—academically and/or behaviorally. These incentive can be soothing tools or other items relating to their time in the classroom.
18. Create schedule for where all learning coaches will be working each day (i.e. classroom) and which learning coaches will be overseeing the screens in rotating shifts.
19. Ensure IEP's are being followed with direction from the special education teacher.
20. Collaborate to help youth be successful. Identify and use tools and plans to allow students to stay on-task.
21. Provide information for progress review.
22. Assist in providing documentation—compile and produce academic monthly reports.
23. When assigned, closely monitor residents' computer usage. Follow rules and policy when residents are not using computer properly or misusing any school equipment.
24. Confront and deal with behaviors both positive and negative using trauma informed care and the resident's sensory menu.
25. Work closely with other staff and be able to coordinate and/or oversee activities while residents are not in the classroom. Employee may need to facilitate or co-facilitate identified activities/groups.
26. Physically participate in activities with residents including a variety of physically challenging recreational activities, camping, and craft activities.
27. Check daily logs and relay entries of information needed to be recorded for each resident in case of a continued stay request.
28. Plan and organize crafts and groups/activities for both girls and boys during times when youth are not in the classroom. Create and distribute to residents and staff an 8-week activity plan, at least one week in advance of the start of the 8-week period. Ensure all needed supplies for crafts and activities are on hand.
29. Perform other duties as assigned by supervisor.

30. Participate in a minimum of 20 hours of continuing education or in-service training annually.
31. Enforce and comply with policies and rules in Home On The Ranges Residential Living Manual and Policies and Procedures Manual. Enforce and comply with licensing standards, accreditation standards, clients' rights, and all other safety and rules of conduct.
32. Consistently demonstrates core trauma informed principles and practices in his/her interactions with staff and residents. This includes maintaining a position of interpersonal transparency and using a RICH (respect, information, connection, hope) format to address conflicts with co-workers and the youth served at HOTR.

**B. Decision Making Powers**

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

**C. Supervision**

Supervision of residents in a variety of settings including in the school and residential living.

**D. Work Conditions**

This position entails a high-level of physical activity in a variety of settings. This position entails the direct supervision and teaching of residents in a group living and school environments with 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.

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

Under the guidance of the Catholic Church, provide a safe home for all 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 supervised by the Education Director. Leave time will be coordinated by the Education Director in cooperation with the Residential Directors.

When the learning coach supervisor – residential specialist is not in the school setting, they are accountable to the residential director and their designated supervisor.

**I. Requirements**

1. Must be 21 years of age or older.
2. Must have a valid driver's license.
3. Must have ability to plan activities and educational groups.
4. Must have a high degree of interpersonal relationship skills and enjoy working with teens.
5. Must have a high school diploma or equivalency.
6. Must be able to work in stressful situations.
7. Must be physically able to participate in a variety of physically demanding activities.
8. Must have four years of experience or more working with the youth at Home On The Range or in a similar setting.

