

Child Care Staff

(Houseparent)

§ 22 VAC 40-151-320

Summary Description

Under the direction of the Program Director or designee, each cottage is to be staffed by mature, Christian couples and/or individuals of outstanding character who are responsible for the safety, training, record-keeping, transportation of residents, on-going supervision, discipline, and well-being of the children. Child Care Staff members attend to medical needs as they occur, within the policies established by Joy Ranch; provide non-denominational Christian training; and participate with the children in scheduled non-religious and religious activities such as youth rallies, church attendance, daily devotions and special services. Relates to the children and fellow staff members from a Biblical perspective.

Exemplary Duties/Responsibilities {§ 22 VAC 40-151-320-A}

The Child Care Staff shall have responsibility for guidance and supervision of the children to whom he/she is assigned including:

1. Overseeing physical care;
2. Development of acceptable habits and attitudes;
3. Management of resident behavior; and
4. Helping to meet the goals and objectives of any required service plan.

Overall care and supervision of the children will be accomplished when the staff member:

1. Assists residents in the maintenance, repair and laundering of their clothing and linens.
2. Serves meals in accordance with healthy menu plans.
3. Mentors children with class work/homework.
4. Ensures proper medical attention, performs daily written documentation of both medical and behavioral activities.
5. Transports residents to appointments, school and activities.
6. Teaches residents living skills.
7. Supervises the children in completion of various cottage chores and activities including care of the grounds, helping in the garden, recreational activities, trips, church activities, etc.; recognizing that every activity can be a training opportunity.
8. Knows the location and activity of each child at all times. A child must be able to reach one of his/her staff members at all times. A trained child care staff member must be on duty and actively supervising residents at all times that one or more residents are present.
9. Accurate and complete documentation of medication logs, incident reports and daily activity is essential to the proper care of the children and must provide detailed reports and information on daily activities as required.
10. Staff members are required to participate in ongoing training and attend scheduled meetings.
11. The Child Care Staff members, in accordance with the established policies of Joy Ranch, will carry out routine discipline. Matters of a serious nature will be brought to the attention of the Program Director or designee and the case management team. No child is to be slapped, struck, or in any way physically or verbally abused.

Employment Standards (§22 VAC 40-151-320-B-D)

A Child Care Staff worker shall:

1. Have a baccalaureate degree in Human Services; or
2. Have an associates degree and three months' experience working with children; or
3. Be a high school graduate or have a General Education Development Certificate (G.E.D.) and six months' professional experience working with children
4. Be at least 21 years of age.

Knowledge: Knowledge and/or ability to learn techniques and practices necessary to train and supervise children and evaluate children's needs.

Skill: Independent planning; communicating effectively verbally and in writing in a diverse range of audiences; organizing, scheduling and coordinating skills; strong decision-making ability and good judgment in relating to and working with children; the ability to prepare meals, launder & repair clothing and provide guidance in age appropriate matters relating to children, including (but not limited to) their spiritual, moral, mental and physical development through programs approved by Joy Ranch.

Background Clearance: FBI and State Police background investigations; Sworn Disclosure Statement, and Child Protective Service report as required by the Department of Social Services; pre-employment and random drug screening; possession of or the ability to obtain an appropriate Virginia driver's license; a good driving record.

Note: Joy Ranch exists to meet the total needs of the children God entrusts to our care. Staff members are part of a team and will be called upon to perform whatever task is needed to carry out the program in an effective way whether or not it falls within the outline of this job description.

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