

CARE STAFF  
JOB DESCRIPTION

JOB TITLE: Care Staff  
REPORTS TO: Administrator  
SUPERVISES: Children

BASIC FUNCTION:

The basic function of the CARE STAFF is to provide basic daily care services for the child. Care Staff will also establish and build supportive and nurturing relationships with the child. Care Staff will either provide or arrange all services to meet the child's needs and act as a liaison between children, and other staff.

RESPONSIBILITIES/TASKS:

1. Communicate with supervisor, program staff and other service providers as needed to assess and discuss child's progress and needs.
2. Participate in scheduled staff meetings.
3. Interact with foster children in the foster home and on outside activities.
4. Assist in telephone contacts with outside entities and completes all related paperwork.
5. Completes all, incident reports, and all other designated case paperwork in a timely manner.
6. Attend when necessary along with other service providers individualized service plan meetings.
7. Reviews and develops, along with other members of the treatment team, service planning
8. Assist in monitoring and reporting the needs, goals, and progress of the child's progress in the service Monitors child's visits with parents and/or siblings as needed.
9. Transport children to various appointments.
10. Monitor activities of the children for compliance with the Minimum Standards for Residential settings, Hope Haven of East Texas guidelines, Residential Contract guidelines and agency policies and procedures.

11. Work to ensure services for the child outside the home and therapeutic care within the home are carried out appropriately.
12. Ensure reviews are completed, upkeep with all due dates for home inspections, certifications and trainings.
13. Assist to ensure that all child due dates for physicals, medicals, counseling, medication monitoring and other aspects of the individualized service plans are met.
14. Participate in scheduled activities for staff and children that are held after normal office hours or on weekends.
15. Report suspected child abuse/neglect to supervisor, licensing and appropriate law enforcement agency.
16. Assist in the enrollment of child in school and/or withdrawal upon discharge; communicates with school and meets with teachers as needed.
17. Maintains timely and accurate information in children's records.
18. Attend court hearings and DFPS permanency meetings as needed.
19. Consult with supervisor and other care staff on specific needs of child and reports all serious incidents immediately.
20. Participate in required in-service training. .
21. Participates in training that may be scheduled after hours and/or on weekends in order to meet the above requirement.
22. Perform other assignments and duties as requested.
23. Set limits with residents while also professionally handling any negative reactions that may occur resulting from setting limits/ discipline.
24. Stay abreast of professional literature and development in order to enhance skills.

#### POSITION REQUIREMENTS, KNOWLEDGE, SKILLS AND ABILITIES

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

1. Requires basic understanding of a field of knowledge that involves the ability to define problems, collect data, establish facts.

2. Ability to be certified in CPR & 1<sup>st</sup> Aid, Medication Administration and Behavior intervention which includes physical restraint of children.
3. Work involves mostly with areas such as preparing, foster child, reports, visual inspection involving small details. Visual work is primarily close to observer.
4. Ability to recognize differences in sound, such as voices/noises that are loud and playful instead of angry or combative; and ability to differentiate tones and volume in conversations to determine mood and response to person.
5. Ability to work under moderate supervision.
6. Ability to exercises patience, good judgment, and confidentiality; to observe and make accurate assessments of situations with available information.
7. Ability to be on scheduled as assigned and attend trainings and events after office hours and/or on weekends.
8. Ability to work with frequent interruptions and in stressful situations; ability to respond in crisis situations.
9. Ability to establish and maintain effective working relationships with , children, other employees and the public.
10. Presents deep interests in young people, as well as how to create positive youth development.
11. Sufficient good health to properly discharge duties. Employees shall not be permitted to work when they have infectious disease or skin lesions, for the duration of the communicability.
12. Acknowledge the unique Statement of Faith mission of Hope Haven of East Texas and respond appropriately to the cultural differences among the agencies service population.
13. Must passed Hope Haven Background Check requirements.
14. Must be physically fit, capable of lifting forty (40) pounds.
15. Must be able to stay alert during late hours or overnight.
16. Possess valid driver's license and have a driver's record which is within the Guidelines of the insurance underwriter.

MINIMUM QUALIFICATIONS:

This position requires a person with High School degree or GED equivalence. Experience working for a Residential setting, Child-Placing Agency or other related job experience is a plus. Minimum 2 years work experience preferably teenagers within the last 10 years.

This position requires the positive completion of a 90-day probationary period. During this time the agency and employee will decide if the relationship is cohesive. At any time during the 90-day probationary period, either the agency or employee may terminate the relationship for any reason.

My signature below confirms that I have received a copy of the above job description for Case Manager and I agree with the required positive completion of the probationary period and have had the opportunity to discuss it with my supervisor.

---

Employee

---

Date

---

Supervisor

---

Date