

HIBISCUS CHILDREN'S CENTER POSITION DESCRIPTION

Position Title: Behavioral Health Tech Program: Sanctuary4Kids Reports to: Program Coordinator
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POSITION FUNCTION/OVERVIEW:

The primary purpose of this position is to ensure the safety, security, supervision and overall well-being of children in residence.

PRIMARY RESPONSIBILITIES:

- Supervise and positively interact with children
- Engage in and supervise age appropriate play activities with children
- Direct children in eating, resting, and personal hygiene
- Maintain the order, safety, cleanliness of the facility and playground
- To ensure all aspects of the behavior guidance program are followed
- Takes an active role in observing and documenting children's behaviors and medical incidents. Communicates all information to the Supervisor or Lead Tech
- Provides structure and guidance in a positive manner that will establish positive role models for the children
- Provides teaching and coaching in daily living skills, which includes hygiene and social skills
- Participates in on-going in-service training, as provided
- Attends and participates in All Agency, staff and treatment team meetings
- Participates in shift change
- Assists in food preparation, utilizing provided menus, serving and cleanup, as needed
- Responsible for daily cleaning, organizing, sanitizing and laundry, as needed.
- Mentors new employees as directed by Supervisor
- Communicates all issues and concerns to Supervisor
- Takes an active role in planning, preparing and initiating daily activities
- Participates in activities, as scheduled, including those outside of shelter facility
- Transports children to and from scheduled events

This list of duties and responsibilities is not intended to be exhaustive. Hibiscus Children's Center reserves the right to revise this job description as needed to comply with actual job requirements.

QUALIFICATIONS:

- High school Diploma or equivalent required, Associates Degrees in related field preferred
- Minimum two (2) years experience with at risk children
- At least 21 years of age

- CPR, First-Aid and TCI certification required within the first 90 days of employment; on the job certification and training provided
- Ability to physically restrain children
- Ability to work outdoors in various temperature
- Ability to work with diverse backgrounds; ability to accept individuals of a different philosophy, culture, or socio-economic background
- Ability to lift 40 lbs
- Must pass level 2 background clearance and drug test
- Must be able to have approved driving record
- Ability to work flexible schedule and shifts as necessary

SKILLS:

- Ability to problem solve and make decisions
- Understanding of child abuse and neglect
- Knowledge of child growth and development
- Good verbal and written communication skills including proper telephone etiquette
- Ability to recognize and respond to crisis situations
- Ability to set appropriate limits and boundaries with residents and staff
- Ability to observe and report accurately on the functioning of residents
- Knowledge of diverse cultures
- Ability to transport clients
- Ability to intervene decisively when necessary to protect residents

PHYSICAL REQUIREMENTS: (N=needed P=preferred)

Sitting N Standing N Walking N Lifting N Carrying N Kneeling N Pushing/Pulling N
 Bending/Stooping N Climbing n/a Reaching N Crawling/Crouching n/a Repetitive
 Motions P Transporting P Other (describe _____)

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.

Name (Print)

Supervisor's Name (Print)

Employee Signature

Supervisor's Signature

Date

Date