



LA CHEIM SCHOOL, INC.

Job Description



Job Title: STRTP Direct Care Staff

Work Location: Richmond, CA

Division/Department: Short Term Residential Therapeutic Program (STRTP)

Reports to: STRTP Program Director

Full-time Overnight
 Part-time On-Call

Exempt
 Nonexempt

POSITION DESCRIPTION

Direct Care Staff are responsible to ensure adequate treatment and supervision for our clients in the 24-hour continuum, to meet Community Care Licensing regulations as to STRTP coverage, and to support the STRTP Program through increased communication and continuity of treatment.

SUMMARY OF RESPONSIBILITIES

- Provide general supervision to clients in accordance with the policies of the facility and Trauma Informed Principles.
- Support the needs of the clients in a culturally and linguistically responsible manner.
- Document mental health interventions occurring on AM shift on Shift Exchange Report, and the Electronic Health Record System; and collect other health and outcome data as required.
- Wake up clients and see that they are prepared for school, including appropriate hygiene and dress, and assisting with administering prescribed medications, etc.
- Conduct morning check-ins before clients leave for school, addressing any concerns and help the clients set goals for the day.
- Assign and supervise the clients in various daily maintenance tasks expected of them (i.e., cleaning room, making beds, dusting furniture, mopping floors, assisting in mealtime setup and cleanup procedures).
- Transport clients to appointments (medical, dental), school or community group outings and designated locations ensuring compliance with transportation rules and ensuring proper upkeep of the van.
- Check-in with Overnight Staff, read shift exchange and Incident Reports to be aware of the resident's overnight status and transmit the information to the school program as necessary.
- When the clients are not in school, Direct Care Staff are required to supervise the clients at the STRTP by following the facility schedule.
- Participate in a check-in group to ensure adequate reporting of resident's concerns during the day and resolving any conflicts from the school program or occurring on the van ride.
- Complete thorough bedroom checks when the students are at school (check for needed repairs, hazardous conditions, food and plates, clean dresser drawers, etc.).
- Conduct 30-minute rounds throughout the shift.
- Attend assigned STRTP Weekly Staff Meetings and Supervision each week; and

- Proactively support the maintenance of an inclusive and respectful working environment.
- Complete progress notes for clients by end of shift.
- *Some work weekends and holidays may be required.*
- Provides verbal and non-verbal crisis de-escalation and intervention for clients.[1]
- As directed by the Continuous Quality Improvement Committee, collect information on an ongoing basis to aid in quality improvement measures to improve policies, practices, and client satisfaction.[2]
- In the absence of the Facility Manager, serve as the designated Facility Manager for the shift.
- Other duties as described in the STRTP Direct Care Staff job description and as directed by STRTP Facility Manager and Administrator.

TRAINING

- Ongoing training and certifications of completion of training will be provided by the organization.
- New Direct Care Staff shall complete a minimum of 24 hours of initial training and 40 hours of annual training thereafter. Training includes but not limited to CPR/First Aid, Pro Act Restraint Training, Medication Procedures and Trauma Informed Care and other Evidence based practices.
- Ongoing training and certifications of completion of training will be provided by the organization.

QUALIFICATIONS AND SKILLS

Direct care staff shall meet **ONE** of the following requirements prior to employment:

- Have previously been employed as a staff or volunteer at a STRTP or Short-term residential therapeutic center for at least one year; **OR**
- Foster and Kinship Care Education and have at least 100 hours of experience working with youth; **OR**
- Have a valid Vocational Training Certificate, credential or documentation demonstrating that the individual is a trade journey person who instructs children in vocational skills and have at least 100 hours of experience working with youth; **OR**
- Have a valid certificate as an Alcohol Counselor, Drug Counselor or Alcohol and Drug Counselor, and have at least 100 hours of experience working with youth; **OR**
- Have completed 12 semester units of Early Childhood Education, or Adolescent Development,
- A valid Child Development Teaching Permit; **OR**
- A Bachelor of Arts or Sciences Degree; **OR**
- Have relevant experience as determined by the Department of Social Services to meet any of the above requirements.

DESIRED QUALIFICATIONS

- Previous experience interacting with youth in a collaborative manner utilizing and incorporating Trauma Informed Care Principles.
- Team orientated personality

ADDITIONAL REQUIREMENTS

- Three years' experience working with youth
- Valid California Driver's License
- Clearances of TB test, physical exam, FBI and DOJ, and other mandatory State/Federal requirements.

PHYSICAL REQUIREMENTS

The following is the extent of the specific activity required for this position:

- Sitting – up to 2 hours, not continuously.
- Standing – up to 4 hours, not continuously.
- Walking – up to 2 hours, not continuously.
- Bending over – up to 1 hour, not continuously.
- Crawling – up to 0 hours.
- Climbing – up to 0 hours, reaching overhead – up to a few minutes
- Crouching – up to ½ hour, not continuously.
- Kneeling – up to a few minutes
- Balancing – up to 0 hours.
- Pushing or pulling – up to a few minutes
- Lifting or carrying – 25 pounds or less.
- Repetitive use of feet/standing – up to 6 hours
- Repetitive use of hands – up to 3 hours.
- Grasping – with one or both, simple and firm, for up to 1 hour, not continuously
- Fine dexterity - either hand up to 1 hour, not continuously
- Auditory and visual acuity – 8 hours within normal limits with glasses, contact lenses, or hearing aids, as necessary
- Driving cars and vans.
- Exposure to uneven concrete and blacktop
- Exposure to normal dust, heat, and noise
- Exposure to emotionally disturbed students who may be physically and verbally violent and require safe physical management
- Frequent exposure to office equipment

Equal Opportunity Employer

La Cheim School, Inc. is committed to diversity in its programming and in creating a staff reflective of the populations of the San Francisco Bay Area. We encourage and actively recruit applicants representing a diversity of color, age, sex, race, religion, national origin, physical ability, sexual orientation, gender identity, or political affiliation.

Print Employee Name:

Employee Signature:

Date: