	Job Code:	Department Code:	Salary Grade:
	_____	_____	_____
<b>Job Description</b>		<b>FLSA: Non-Exempt</b>	
<b>Job Title:</b> Assistant Family Teacher		<b>Effective date:</b> 10/01/2007	
<b>Supervisor:</b> Family Teacher/Residential Coordinator		<b>Revision date:</b>	

**SUMMARY:**

To assist the Family Teachers to provide a loving and caring home-like environment for youth between the ages of 5 and 18 with proper parental role modeling using the Family Teaching Model of care.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Administrative**

- Assist the Family Teachers with budget management
- Prepare daily input of significant events occurring with youth and enter into Youth Care treatment software
- Ensure house data is complete and entered promptly into Youth Care treatment software
- Establish and maintain positive and professional relationships with community agencies and government officials
- Participate in key professional and community organizations as youth advocate
- Ensure compliance with all licensing regulations and contract requirements

**Program**

- Provide a loving and caring home-like environment through the use of constant support and praise
- Implement treatment plans for youth and maintain youth reports and documentation in Youth Care treatment software
- Teach youth social, self-help, academic, independent living, problem solving, personal hygiene, money management, and employment skills to maximize skill development and independent living
- Counsel youth through personal problems using rational problem solving techniques
- Observe, document in Youth Care treatment software and consult with youth care staff on youth behaviors and progress
- Attend to youth's medical physical condition caring for youth during illness, scheduling medical appointments and transporting youth to appointments
- Document appointments and any required follow-up in Youth Care treatment software
- Distribute and maintain medication logs in Youth Care treatment software
- Provide for moral spiritual and educational development of youth
- Support youth in all school events and assist with school homework and projects
- Attend initial 40-hour Teaching Family Model training workshop
- Assist the Family Teachers in providing documentation, services and treatment needs to youth
- Serve as role model for youth by exhibiting skills taught in Model


**DIRECT REPORTING RELATIONSHIPS:**

- None

**QUALIFICATIONS:**

**Education and/or Experience**

- High school graduate or equivalent
- College credits preferred in social work, human services, psychology or related field
- Two or more years experience in community-based or campus-based setting working with youth preferred
- Must be 21 years of age minimum
- Judgment to work with children in a mature, responsible manner

	Job Code: _____	Department Code: _____	Salary Grade: _____
	<b>Job Description</b>		
<b>Job Title:</b> Assistant Family Teacher	<b>FLSA:</b> Non-Exempt		
<b>Supervisor:</b> Family Teacher/Residential Coordinator	<b>Effective date:</b> 10/01/2007		
	<b>Revision date:</b>		

**Certifications, Licenses, Registrations**

- Valid driver's license appropriate to locale, good driving record and ability to provide own transportation
- CPR and First Aid certification

**PHYSICAL REQUIREMENTS:**

- Heavy lifting up to 60 pounds unassisted and up to 120 pounds or more with assistance
- Dexterity to write and manipulate computer keyboard and mouse
- Ability to hear and speak clearly
- Body mobility to stoop, kneel, bend and reach
- Stamina to work long days and drive long distances
- Ability to work under adverse environmental conditions

I understand my essential duties and responsibilities

<b>Supervisor Approval:</b>	<b>Date:</b>
<b>Employee Signature:</b>	<b>Date:</b>

*The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

*St Judes Ranch for Children reserves the right to revise or change job duties as business requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required, including overtime.*