



**JOB DESCRIPTION**

<b>Job Title:</b> Family Teacher	<b>Effective date:</b> 01/01/09	
<b>Supervisor:</b> Residential Coordinator/ Program Coordinator	<b>Revision date:</b>	
<b>Job Code:</b>	<b>FLSA:</b> Exempt	<b>Department Code:</b>

**SUMMARY/GENERAL ACCOUNTABILITY**

Responsible for providing nurturing and caring home-like environment for youth between the ages of 0 and 18 through constant support and praise and with proper parental role modeling using the Family Teaching Model of care.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Administrative**

- Assist with the preparation of annual budget, manage budget for purchases of youth clothing, food, household supplies and vehicle fuel, and monitor budget to stay within guidelines for Youth Care home
- Prepare accurate reconciliation reports for purchases and submit to Finance in a timely manner
- Prepare daily report of events occurring with staff and/or youth and enter into Youth Care treatment software
- Ensure house data is complete and entered promptly into Youth Care treatment software
- Participate in key professional and community organizations as youth advocate
- Ensure compliance with all licensing regulations, Teaching Family Model, contracts, and USDA requirements
- Participate in weekly house meetings with Residential Coordinator
- Prepare maintenance reports for home repairs
- Conduct weekly home and safety inspections
- Conduct routine/general house maintenance – both inside the home and outside in the yard (e.g., changing light bulbs, maintaining personal quarters, etc.)
- Responsible for leadership, daily supervision, staff scheduling, makes decisions for hiring and termination, and conduct performance evaluation and corrective actions for staff in coordination with the Residential Coordinator/Program Coordinator and Campus Director.

**Program**

- Prepare initial treatment plans for youth and maintain youth reports and documentation in Youth Care treatment software
- Observe and define youth behaviors and identify skills present or lacking
- Teach youth social, self-help, academic, independent living, problem solving, personal hygiene, money management, and employment skills to maximize skill development and independent living
- Provide crisis intervention to youth while maintaining emotional self-control
- Counsel youth through personal problems using rational problem solving techniques
- Observe, document and consult with Youth Care staff on youth behaviors and progress
- Maintain youth motivation cards defining target skills, self-control strategies and behaviors
- Attend to youth's medical physical condition caring for youth during illness, scheduling medical appointments and transporting youth to appointments, Distribute and maintain medication logs
- Provide for moral spiritual and educational development of youth
- Serves as role model for youth by exhibiting skills taught in program
- Available 24 hours/day, 7 days a week
- Attend court and conferences with teachers and counselors on behalf of youth, and supervise parental visits
- Support youth in all school events and assist with school homework and projects

**General**

- Other related duties as assigned

**DIRECT REPORTING RELATIONSHIPS**

- Child Specialist



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## QUALIFICATIONS

LEVEL CODE	EDUCATION	EXPERIENCE
<b>Required</b>	<ul style="list-style-type: none"> <li>High School Diploma or G.E.D. Certification</li> </ul>	<ul style="list-style-type: none"> <li>2 Years in Child Care Based Field</li> </ul>
<b>Preferred</b>	<ul style="list-style-type: none"> <li>24 College Credits, Certification, Associates or Bachelors in Accounting, Office Administration, Business Management, Computer Technology, or Related Field</li> </ul>	<ul style="list-style-type: none"> <li>3+ Years in Accounting Field</li> </ul>

## CERTIFICATIONS/LICENSES/REGISTRATIONS

<b>General</b>	<ul style="list-style-type: none"> <li>Valid Nevada Drivers License, good driving record, ability to provide own transportation and proof of current automobile insurance</li> <li>CPR/First Aid Certification</li> <li>CPI Certification (provided)</li> <li>Age minimum of 18 or 21 years of age per licensing standards</li> </ul>
<b>Professional</b>	<ul style="list-style-type: none"> <li>None</li> </ul>

## PHYSICAL/MENTAL REQUIREMENTS

<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>Body mobility to stoop, kneel, bend, reach, walk and walk briskly in order to interact with and monitor children</li> <li>Stamina to work long days and drive long distances</li> <li>Moderate to heavy lifting to 60 pounds unassisted and up to 120 pounds or more with assistance</li> </ul>
<b>Visual and Cognitive Demands</b>	<ul style="list-style-type: none"> <li>Must be able to communicate both verbally and in writing. Must be able to give and receive verbal and written instructions (with or without hearing aids). Must have fine vision, sustained vision and peripheral vision (with or without glasses)</li> </ul>
<b>Environmental Demands</b>	<ul style="list-style-type: none"> <li>Environment requires dexterity to remain calm and adapt to fast paced and emotional environments consisting of children with moderate to severe emotional and psychological needs.</li> </ul>
<b>Work Environment</b>	<ul style="list-style-type: none"> <li>Home-like settings with varying moderate to high degrees of background noise. Light and ventilation are found in a typical home setting</li> <li>Campuses are smoke-free, except on permitted campuses in designated areas</li> </ul>
<b>Possible hazards</b>	<ul style="list-style-type: none"> <li>Possibility of exposure to blood borne pathogens exists if universal precautions are not followed. (Hepatitis B inoculation available per request)</li> <li>Possible injury when lifting or moving (child or objects) if employee fails to use proper body mechanics, or if proper techniques are not used when the use of CPI restraint techniques are required</li> </ul>



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## ST JUDE'S MANAGEMENT TEAM CORE COMPETENCIES

<b>1. Leadership</b>	<p><b>Provides Vision</b></p> <ul style="list-style-type: none"> <li>Provides clear direction and priorities</li> <li>Promotes a vision aligned with the strategy of St. Jude's Ranch</li> <li>Serves as a role model and standard bearer, leads by example</li> <li>Inspires a sense of energy and ownership</li> </ul> <p><b>Motivates and Influences Others</b></p> <ul style="list-style-type: none"> <li>Inspires others to work towards goals</li> <li>Encourages enthusiasm and celebrates successes</li> <li>Rewards accomplishments and provides public praise</li> <li>Modifies motivational approaches based on individuals</li> </ul>	<p><b>Leads Courageously</b></p> <ul style="list-style-type: none"> <li>Demonstrates principled leadership</li> <li>Addresses tough issues promptly and courageously</li> <li>Confronts others when necessary in a respectful way</li> </ul> <p><b>Champions Change</b></p> <ul style="list-style-type: none"> <li>Implements new policies and procedures effectively</li> <li>Ensures full support to new policies through monitoring and reinforcement</li> <li>Completes training for new programs on time</li> </ul>
<b>2. Management &amp; Development</b>	<p><b>Empowers Others</b></p> <ul style="list-style-type: none"> <li>Encourages and supports staff's independent decisions</li> <li>Conveys confidence in staff's ability to get the job done</li> <li>Provides staff with necessary information and resources</li> <li>Monitors and reinforce staff development</li> <li>Allows staff to make mistakes in order to learn</li> </ul>	<p><b>Coaches and Develops</b></p> <ul style="list-style-type: none"> <li>Selects effective staff</li> <li>Establish expectations with staff, delegates effectively, follows up</li> <li>Coaches and develops through feedback</li> <li>Holds staff accountable, confronts unacceptable performance</li> </ul> <p><b>Promotes Teamwork</b></p> <ul style="list-style-type: none"> <li>Fosters an environment of trust and understanding</li> <li>Solicits staff input on team decisions</li> <li>Encourages staff to work together to meet goals</li> <li>Keep staff informed</li> </ul>
<b>3. Teamwork</b>	<p><b>Builds &amp; Maintains Positive Relationships</b></p> <ul style="list-style-type: none"> <li>Interacts with others in a positive, open and non-threatening manner</li> <li>Practices an open door policy</li> <li>Appreciates the diverse differences in individuals</li> <li>Displays sensitivity to the needs &amp; concerns of others</li> </ul>	<p><b>Manages Conflicts</b></p> <ul style="list-style-type: none"> <li>Manages and resolves conflict constructively</li> <li>Effectively works through conflict</li> <li>Facilitates Win/Win solutions</li> <li>Demonstrates tact and empathy with employees</li> </ul>
<b>4. Communication</b>	<p><b>Encourages Open Communication</b></p> <ul style="list-style-type: none"> <li>Creates an environment where open communication is direct, encouraged, relevant and rewarded</li> </ul> <p><b>Listens Effectively</b></p> <ul style="list-style-type: none"> <li>Listens to others without interrupting</li> <li>Confirms understanding through paraphrasing</li> <li>Asks appropriate follow up questions</li> </ul>	<p><b>Speaks Effectively</b></p> <ul style="list-style-type: none"> <li>Expresses ideas clearly and succinctly</li> <li>Speaks effectively in group situations, conveys enthusiasm</li> <li>Effectively conveys a difference of opinion</li> <li>Responds convincingly to objections</li> </ul> <p><b>Writes Effectively</b></p> <ul style="list-style-type: none"> <li>Writes concise documents</li> <li>Summarizes complex information in written formats</li> <li>Tailors writing in order to maximize understanding</li> </ul>



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<b>5. Action Oriented</b>	<p><b>Exerts High Energy</b></p> <ul style="list-style-type: none"> <li>Consistently demonstrates high energy</li> <li>Understands when urgency is needed &amp; acts accordingly</li> <li>Maintains focus &amp; intensity even when working long hours</li> </ul> <p><b>Drives for Results</b></p> <ul style="list-style-type: none"> <li>Focused on attaining results</li> <li>Sets high standards for performance</li> </ul>	<ul style="list-style-type: none"> <li>Willingly puts in extra time and effort when needed</li> <li>Demonstrates persistence in the face of obstacles</li> </ul> <p><b>Initiates Improvements</b></p> <ul style="list-style-type: none"> <li>Takes initiative</li> <li>Identifies opportunities and acts on them</li> <li>Reviews performance and processes and identifies potential improvements</li> </ul>
<b>6. Self Management</b>	<p><b>Demonstrates Adaptability</b></p> <ul style="list-style-type: none"> <li>Performs well in high pressure or stressful situations</li> <li>Efficiently manages multiple tasks</li> <li>Works effectively in changing or unclear conditions</li> <li>Demonstrates flexibility and is not oversensitive in situations</li> </ul>	<p><b>Demonstrates Dependability</b></p> <ul style="list-style-type: none"> <li>Arrive to work on time</li> <li>Consistently adheres to work schedule</li> </ul> <p><b>Inspires Trust</b></p> <ul style="list-style-type: none"> <li>Creates an atmosphere of integrity</li> <li>Maintains a respectful and fair environment</li> <li>Follows through on communication</li> </ul>
<b>7. Analysis &amp; Decision Making</b>	<p><b>Analyzes Information</b></p> <ul style="list-style-type: none"> <li>Learns new information quickly</li> <li>Seeks and identifies the root cause of problems</li> <li>Identifies important information without unnecessary detail</li> <li>Detail oriented by ensuring accuracy of work</li> </ul> <p><b>Makes Decisions</b></p> <ul style="list-style-type: none"> <li>Makes decisions quickly when necessary</li> <li>Makes decisions in the face of uncertainty</li> <li>Thinks strategically</li> <li>Generates innovative and creative solutions</li> </ul>	<p><b>Uses Sound Judgment</b></p> <ul style="list-style-type: none"> <li>Successfully weighs impact of decisions</li> <li>Accurately considers complexity, ambiguity and risk</li> <li>Balances subjective and objective data</li> <li>Uses a practical approach when making decisions</li> </ul>
<b>8. Planning &amp; Execution</b>	<p><b>Drives Execution</b></p> <ul style="list-style-type: none"> <li>Conveys clear expectations for assignments</li> <li>Conducts effective staff meetings</li> <li>Delegates responsibility effectively</li> <li>Monitors the progress of performance initiatives</li> </ul>	<p><b>Organizes Effectively</b></p> <ul style="list-style-type: none"> <li>Manages time efficiently in order to accomplish priorities</li> <li>Identifies and communicates work priorities</li> </ul> <p><b>Displays Fiscal Responsibility</b></p> <ul style="list-style-type: none"> <li>Demonstrates fiscal responsibility through cost savings and adherence to budgets</li> <li>Accurately and realistically sets budgets</li> </ul>
<b>9. Children's Service</b>	<p><b>Service to the Children</b></p> <ul style="list-style-type: none"> <li>Demonstrates that meeting children's needs is a priority</li> <li>Builds a child-focused team</li> <li>Serves as a role model for the children</li> </ul>	<ul style="list-style-type: none"> <li>Trains staff to provide exceptional service to the children, to guests, visitors and donors</li> <li>Maintain positive relations with Licensing and Governance Relations and other vendors or agencies supporting St. Jude's Ranch.</li> </ul>
<b>10. Organizational Knowledge</b>	<p><b>Knows the Business</b></p> <ul style="list-style-type: none"> <li>Stays abreast of external trends &amp; forces affecting business</li> <li>Informed on industry &amp; competitor practices and successes</li> </ul>	<p><b>Knows the Organization</b></p> <ul style="list-style-type: none"> <li>Understands the functions of other departments</li> <li>Coordinates efforts with other departments</li> <li>Knows where to go to get answers to questions</li> <li>Displays an understanding of corporate culture and terminology</li> </ul>



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**SIGNATURE STATEMENT: 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, qualifications and standards 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.*