



Position Description

Title: Cottage Life Supervisor		
FLSA Class: Exempt	EEO Category: First/Mid-Level Officials and Managers	WC Class: 9110
Job Title #: 1000011	Salary Grade:	
Date Approved: 11/26/2016	Purchasing Approval Level: I	
Revision Date:	Revision:	

Purpose of Position

The Cottage Life Supervisor is responsible for the safe and therapeutic implementation of the model of care in their assigned cottage. This includes recruiting, hiring, training, and evaluating Youth Care Specialists.

This position reports to the Manager of Milieu Services.

Major Duties (*Essential Element)

- Models appropriate relationships and incorporates Model of Care into milieu
- Role models strength based techniques in all dealings with residents and coworkers.
- Provides training for the Youth Care Specialists including the instruction and demonstration of basic living skill; such as proper personal hygiene, care of clothing and possessions, good eating habits, money management, and profitable use of structured and unstructured time.*
- Collaborates with the Director of Cottage Life and other Cottage Life Supervisors with scheduling needs to insure proper ratio and care of residents while managing within budget expectations.*
- Plans, schedules, and oversees the scheduling and implementation of all on-site and off-site resident activities. *
- Assists with crisis events; escalation, holds, restraints and insures appropriate intervention techniques are utilized. Insures that documentation is adequate and timely.*
- Learns and expedites cottage programs and procedures and trains and enforces with staff.*

- Attends cottage team meetings, YCS meetings, treatment and planning meetings, and other such meetings for the purpose of sharing information in regard to clients and to discuss other relevant matters pertaining to cottage life.
- Able to provide training to employees (i.e. SCM, SAMA, First Aid, etc) as identified by supervisor.
- Actively involved in utilizing experiential/Meramec Adventure Learning Ranch Program. Required to participate in the overnight week long SITW experience and the three day Trail to Triumph trail ride experience.
- Assists other cottages when necessary.
- Provides communication with Overnight Youth Care Specialist supervisor.
- Assists Director of Cottage Life with policy development and implementation, hiring, training of new employees and ongoing in-service training, and discipline as authorized.
- Coordinates with Maintenance to insure the appropriate maintenance of assigned cottage and assigned vehicle.
- In conjunction with the Director of Cottage Life, insures compliance with the resident activity budget for that cottage to include coordinating recreational activities and outings in the community.
- Responsible for 100% compliance with expectations of staff evaluations completed on or before due date.
- Provides/coordinates transportation for children in care in conjunction with nursing and Social Services.
- Creation and maintenance of daily cottage schedule and weekly staff schedule.
- Ensures cottage meets JCAHO standards at all times.
- Oversees weekly cottage staff meetings.
- Ensures FamCare/Credible case notes, IR's, and other documentation is written correctly in a timely and professional manner.
- Assist with children as needed during the school day activities.
- Performs all other duties as assigned for the betterment of Great Circle.

Working Conditions

Treatment milieu environment. Lighting and temperature adequate. Some exposure to noise.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to pass SCM training and utilize techniques as taught. Must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

Youth Care Specialist.

Qualifications

- Strong customer service focus.
- Demonstrated leadership and strong organizational skills.
- Excellent time management.
- Excellent oral and written communication skills.
- Demonstrated ability in behavior management in relating to and communicating with children with a wide range of behavioral issues from moderate to severe

Required Education and Experience

- Equivalent combination of years of college education and direct care experience with in a behavioral population
- Supervisory experience
- Current, valid Class E driver's license and meet Great Circle requirement for driver's insurance
- Ability to read, write, speak, and understand English
- Intermediate skill level in Word, Excel, and email applications

Preferred Education and Experience

- Bachelor's degree in social services related field
- Served in the cottage or in a residential care setting
- Proficient in Word, Excel and email applications.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date : _____