



Residential Treatment Specialist 2nd and 3rd shift positions available

The Residential Treatment Specialist will work in a residential setting supervising male youth ages 7-17 years old, helping them manage behavioral issues and gain valuable life skills.

Qualifications:

- 1. Bachelor's Degree preferred or in lieu of the Bachelor's Degree, a High School Diploma.**
 - 2. Experience working with children in a human services field.**
 - 3. Demonstrate the ability to form and maintain nurturing relationships with emotionally disturbed children.**
 - 4. Ability to complete written documentation.**
 - 5. Demonstrates proven sensitivity to the various cultural and socioeconomic characteristics of Children's Home clients and staff.**
- **2nd shift hours could be 2 p.m. - 10 p.m. or 3 p.m. - 11 p.m., weekdays and weekends**
 - **3rd shift hours would be 11 p.m. - 7 a.m. weekdays and weekends**
 - **We have one part-time second shift available for weekends**

Background check, references, valid driver's license, and insurability required. Job description attached.

Please email, fax, or send resume to:

jwichmann@chnk.org

Fax: 859-291-2431

**Children's Home of Northern Kentucky
Attn: Jenny Wichmann, Director of Human Resources
200 Home Road, Devou Park
Covington, KY 41011**



Job Description

Position: Residential Treatment Specialist
Reports To: Residential Treatment Specialist Supervisor
Job Classification: Non-exempt Hourly. Driver's license and insurance required.

Qualifications:

1. Bachelor's Degree preferred or in lieu of the Bachelor Degree, a High School Diploma.
 2. Experience working with children in a human services field.
 3. Demonstrate the ability to form and maintain nurturing relationships with emotionally disturbed children.
 4. Ability to complete written documentation.
 5. Demonstrates proven sensitivity to the various cultural and socioeconomic characteristics of Children's Home clients and staff.
-

The Residential Treatment Specialist is responsible for the daily direct care and supervision of children in residence. He or she ensures children's basic life, educational and emotional needs are provided. He or she acts as a role model and mentor for the residents, demonstrating appropriate social and relationship building skills.

Duties Include:

1. Complete Safe Crisis Management (SCM) training.
2. Complete the Therapeutic Individualized Phases to Success (TIPS) training.
3. Be alert and respond therapeutically to aggressive behavior exhibited by residents, including diversion into other activities, intensive teaching, physical assist or other disciplinary/control procedures as outlined in the policy.
4. Teach the principals of the Therapeutic Individualized Phases to Success (TIPS) and maintain all needed points and other documentations.
5. Provide direct care supervision of children during all aspects of the daily routine, monitor school progress, assist with homework/tutoring, and provide supervision for special events.
6. Perform all duties of primary role, activity role, and/or crisis role as assigned while on shift.

7. Monitor and manage children in crisis situations by providing for safety and emotional needs using TIPS, de-escalation, intensive teaching techniques and SCM as trained.
8. Dispense all medications as directed per prescription and document per agency policy (duty of primary role).
9. Document incident reports accurately and timely as required by policy.
10. Cooperate with other staff members in achieving goals and treatment philosophies of the Home. Participate fully and positively as a member of the treatment team while following directions of Residential Treatment Specialist Supervisor.
11. Attend team meetings, staff meetings, in-service training and other meetings as requested by your supervisor.
12. Assist newly hired staff members in learning proper procedures, routines and agency policies.
13. Perform duties surrounding transportation of residents to community appointments and activities as requested by the Residential Treatment Specialist Supervisor.
14. Assumes responsibility to maintain physical plant and ensure cottages, building, grounds, and vehicles are kept in good condition. Complete maintenance requests and give to the Maintenance Supervisor.
15. Prepare meals as directed or assist residents in cooking special meals.
16. Aid in supervising the children's vocational work as requested by your supervisor and cottage milieu.
17. Maintains professionalism when acting as agency liaison during interactions with residents' families, parents and caregivers.
18. Attend required trainings as assigned.
19. Other duties as assigned by the Residential Treatment Specialist Supervisor, Residential Operations Supervisor and/or the Director of Treatment Services.

I have read the above job description.

Employee's Signature

Date

American with Disabilities Act Essential Duties Worksheet

Essential Job Duty: Residential Treatment Specialist % of time spent: 100%

I. Physical Requirements: The following are the physical requirements which CHNK requires as being an Essential Job Duty, stating weight in pounds where appropriate.

Activity	Weight	Seldom	Not Often	Sometimes	Often	Frequently
Carrying						X
Cleaning						X
Climbing hand over hand						X
Crawling		X				
Data entry						X
Driving						X
Filing					X	
Hearing						X
Holding					X	
Kneeling					X	
Lifting				X		
Pulling				X		
Pushing				X		
Sitting				X		
Sorting					X	
Speaking						X
Squatting				X		
Standing						X
Stooping			X			
Twisting upper body						X
Typing (WPM)					X	
Vision						X
Walking						X
Writing by hand						X
Other						

II. Environmental Conditions: The following are conditions as to the frequency of exposure while involved in this duty.

Condition	Type	Seldom	Not Often	Sometimes	Often	Frequently
Stress						X
Heat				X		
Noise (extreme)					X	
Work Outdoors					X	
Mechanical Hazards					X	
Explosive Hazards		X				
Fume/Odor Hazards				X		
Chemical Hazards						X
Cold				X		
Temperature (range)						
Noise (constant)						X
Work Indoors						X
Electrical Hazards		X				
Radiation Hazards		X				
Dust mites/ Bedbugs					X	
Toxic Waste Hazards			X			
Other						

III. Equipment Needed: Need to be able to operate equipment below to perform this duty.

Machinery: vacuum cleaners, washing machine, dryer, dishwasher, range, fax, computer, phone
Equipment: computer, fax, copier, alarm system
Vehicles: agency van
Tools: small kitchen appliances, cooking utensils, knives
Other:

IV. Preparations: List of specifics for all which apply to this duty.

Experience: High school diploma – prefer Bachelors
Training: SCM, TIPS, Blood Bourne Pathogens, Cultural Diversity, First Aid, CPR
Certificate/ License:
Education: High school diploma or GED, Bachelor's preferred

V. Abilities: The following describes how each relates to this duty. If it does not apply, then N/A will be next to the item.

Reading Ability: staff must be able to read due to the amount of documentation required
Mathematical Ability: adding up point cards
Written Language Ability: writing progress notes and documentation in communication
Decision Making Ability: dealing with the residents involves a lot of decision making
Speaking Ability: communication with residents, staff, and outside contacts
Hearing Ability: Listening to the residents is an important part of this position
Foreign Language Ability: none, but potential – have interpreters available

VI. Comments: