



## **JOB DESCRIPTION**

**POSITION:** Overnight Residential Treatment Specialist

**CLASSIFICATION:** Hourly, non-exempt

### **MINIMUM QUALIFICATIONS:**

- Must be at least 21 years of age.
- Must have a high school diploma or equivalent.
- Legally authorized to work in the United States and able to provide verification.
- Able to pass an Enhanced Background Check

### **REQUIREMENTS**

- Within two months of hire date, completion of in-service training, including but not limited to:
  - Initial 25 hour training in policies and procedures, including emergency procedures, child safety, child abuse and neglect reporting, and applicable licensing requirements.
  - A total of 80 hours direct supervision by another staff member during supervision of residents.
  - A total of 38 hours of in-service training, including First Aid/CPR, Mandt System, medication certification, fire safety, Hepatitis B Virus, infection control, AIDS training, seclusion training, QPR, PREA, and PDT.
  - Maintenance of current status in all mandatory trainings throughout employment.

### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree, preferably in Social Work related field
- Valid Driver's License to transport residents in vehicles.

### **ESSENTIAL FUNCTIONS:**

1. Provide all basic needs and rights of residents including but not limited to hygiene and assistance with their bedtime/morning routines, including wake-up, breakfast, preparation for school, and transportation to school, as needed. Ensure that residents are living in a safe, abuse-free environment, including reinforcing behavior limits accepted with the program and community.
2. Understand and adhere to all agency policies and procedures.
3. Conduct and document a visual bed check at least every thirty minutes to ensure that all residents are safe, accounted for and in bed. *Bed checks are to be conducted in accordance with established, written policies and procedures.*

4. Be familiar with the treatment program and implement treatment strategies as developed by the treatment team, including special procedures for each child. Consult with team members and assist in crisis situations, taking constructive action to protect residents from danger to self, others, or environment.
5. Be knowledgeable of all safety procedures for acute illnesses, fire and weather-related emergencies, security, and maintenance problems and implement as needed.
6. Review and initial the log at the beginning of each shift. Communicate significant issues to appropriate staff members.
7. Complete incident reports, log notes, and ratings before leaving each shift.
8. As opportunities present themselves during the shift, assist the residents in developing appropriate social, behavioral, interpersonal skills and attitudes that are useful in community living. Develop appropriate professional relationships with residents by role-modeling appropriate dress, demeanor, problem solving, conversation, and attitude.
9. Do housekeeping and laundry as assigned.
10. Complete other duties as assigned by supervisor or mandated by agency policy and procedures.

**Supervisory Relationship:** The Night Residential Treatment Specialist reports to the Night Supervisor.

Employee (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_