

## **Job Description: Assistant Cottage Parent**

Assistant Cottage Parent s must be at least 21 years of age and possess a high school diploma or GED. They must be in good physical health and of good moral character as evidenced by written references, which will be verified along with a criminal background check. They must also have a good driving record and be able to drive the Children's Village vehicles and be insurable on the Children's Village Auto Insurance Policy.

They must be capable of controlling their emotions and behaviors when dealing with children who are sometimes passive/aggressive or oppositional/defiant and rebellious.

The Assistant Cottage Parent will have co-supervision of the cottage with the Cottage Parent s and perform responsible quality child guidance and parental care for children in placement within the guidelines of the Child Care Licensing Standards and the Policies of Children's Village. These duties are performed independently but under the general supervision of the Campus Director and in consultation and Coordination with the Cottage Parent s.

- A. The primary focus of the Assistant Cottage Parent is to provide a quality home-like environment with a warm, loving, nurturing and secure atmosphere characterized by:
  1. Mutual respect
  2. Feeling of trust
  3. Encouragement
  4. Positive affirmation to rise individual self esteem
  5. Open communication and understanding
  6. Consistency
  7. Pre-approved individualized discipline based on the children's best interest and his or her Plan of Service.
  8. Freedom from emotional, physical and sexual abuse.
  9. Basic understanding of the children's developmental tasks and group care principles.
  10. Flexible structures and routines
  
- B. Responsible for the children's physical and personal well-being and safety:
  1. Follow the Relief Schedule form as filled in by the Cottage Parent s. Record on the form any additions or changes in the weekend schedule as they occurred.
  2. Plan and supervise daily preparation and serving of healthy, nutritious meals and snacks and document what was served on weekly menu form.
  3. Supervise day to day living habits and routines, Independent Living Skills and Mastery Skill Development.
  4. Supervise personal hygiene, laundering bed linens, eating manners, etc.
  5. Provide immediate first aid in emergency situations when a child is hurt or ill.
  6. Dispense medication as authorized by physicians and record on log.
  
- C. Promote the children's emotional, intellectual, social and spiritual growth:

1. Supervise and provide study time.
  2. Transport children to school and work closely with the children's school teachers, as needed, to provide them a proper education to meet their individualized educational needs.
  3. Promote moral growth and character development in each child.
  4. Supervise and provide positive leisure recreational time to meet their individual needs.
- D. Assign and assist with house keeping chores and duties:
1. Assign, assist and supervise housekeeping chores and campus care tasks with children.
  2. Become knowledgeable with Health and Fire Standards so that the cottage can exceed standard requirements and always be maintained in a safe and healthy condition and environment.
- E. Maintain cottage inventories, food, records and reports:
1. Record Significant Events daily and incident reports as needed.
  2. Record medication given, noting any adverse side effects, or any medication errors.
  3. Communicate needed repairs to Cottage Parents.
- F. Attend regular training events to learn new skills and increase professional knowledge.
- G. Other duties as may be necessary to provide for the health, safety and well-being of the children in care and the efficient running of the cottage.

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Assistant Cottage Parent/Date

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Program Director/Date