

DIRECT CARE COACH

Organization Type: Non-Profit, Faith-Based, Single-Gender Program, 15 Employees

Direct Report: Operations Director

Pay Rate: \$15/hr

Hours: Part-time: 4pm-10pm Shifts

Paid: Hourly, bi-monthly

Travel Requirements: Moderate

Education and Experience: Prefer but not required to apply: individuals to possess a bachelor's degree from an accredited college or university in behavioral or social sciences, social work, psychology, childhood education, education counseling, or a related field and have two (2) years of experience in the field of human services.

Summary of Job Responsibilities: To perform program duties for the agency in a meticulous and timely fashion to best meet the needs of the residents as they learn to gain mental wellness, life skills, educational and/or vocational skills, and develop a healthy lifestyle.

JOB DUTIES

The duties of this position include but are not limited to the following:

Direct Care Coach:

- Ensure a safe environment and adhere to all safety standards, Federal and State regulations and GGR policies
- Following time schedule laid out in the program
- Perform administrative functions as needed
- Transport residents to doctor's appointments, or other daily appointment needs
- Complete routine checks in bedrooms as scheduled by the Executive/Program Director
- Provide accountability for residents
- Assist residents with development and acquisition of basic life skills
- Facilitate groups as assigned and provide activities in the evenings and on weekends

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- Utilize the strength-based approach in providing structure for the program
- Administer random drug screens when asked by the Executive/Program Director
- Complete home checks for compliance with program guidelines
- Complete documentation for each resident at each shift
- Attend staff meetings
- Facilitate/Administer medications

Develop and Model Healthy Living for Residents:

- Maintain an active, growing relationship with the Lord
- Develop intentional connections with the residents
- Cultivate an atmosphere of mutual respect through words and behaviors
- Lead by example in modeling a healthy lifestyle in the body, soul, and spirit
- Provide direction and encouragement to program residents
- Practice and teach healthy boundaries to program residents
- Navigate interpersonal conflict by speaking the truth in love
- Provide support and crisis help as is necessary
- Maintain a teachable attitude

Additional Qualifications:

- Never have been shown by credible evidence (e.g., a court or jury, a department investigation, or other reliable evidence) to have abused, neglected, sexually exploited, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly serious injury as a result of intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect obtained at the time of application and evidence of having made efforts to obtain and evaluate references from previous employers
- Documentation of at least two professional, educational or personal references that attest to the person's capability of performing the duties of the position and to the person's suitability of working with or around residents and children
- Participate in all required training and show competency in skill areas of training content
- Must pass Motor Vehicle Record check and possess a valid driver's license
- Must have personal auto insurance
- CPR Certification

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Skills:

- Possess crisis management skills or willingness to learn
- Display strength-based tendencies or willingness to learn
- Effectively communicate with others
- Organized
- Delegate effectively

Character Requirements:

- Reliable
- Self-motivated
- Flexible
- Team-Oriented
- Professional
- Resilient
- Integral
- Tolerance for stressful situations
- Healthy boundaries
- Servant Leader

Physical Requirements:

- Must have the ability to use techniques to get oneself out of a potentially violent situation
- Must have the ability to physically climb stairs and walk without assistance
- Must have the ability to lift up to 50 lbs

Additional Requirements:

- Understand and demonstrate a willingness to engage in the core values of Garden Gate Ranch
- Represent Garden Gate Ranch in a positive way at social activities and events
- Abide by organization policies and procedures
- Agree with and sign Garden Gate Ranch's Statement of Faith
- Agree with and sign Garden Gate Ranch's Core Values
- Sign Confidentiality Form
- Satisfactory preliminary criminal history background check determination and a satisfactory fingerprint records check determination