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Job Title: Cottage Manager
Department: Residential Services
Reports To: Assistant Director

SUMMARY Coordinates and supervises, through youth counselors, a variety of activities of youths in assigned cottage. Responsible for the health, safety and well being of each child in the cottage. Facilitates and documents various therapeutic and educational groups in support of each youth's treatment plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Orients and trains new and existing employees in program implementation according to agency and program procedures and values.

Observes and supervises on a regular basis and provides structured feedback.

Responsible for implementing and supporting the treatment milieu for each youth in the cottage.

Provides regular supervision to employees and assists them in analyzing problems and in improving work performance.

Provides on-going in-service training on relevant topics.

Works with Treatment Specialist and Clinical Specialist to facilitate implementation of treatment strategies by team members.

Actively participates in the cottage life of assigned youth. Supervises and monitors youth and activities in accordance with applicable regulations.

Facilitates and documents a variety of therapeutic groups designed to support the youths' treatment, e.g., daily goal setting and evaluation, social skills, recreation, anger management, and conflict resolution.

Provides guidance and direction to youth in a manner that develops and nurtures personal values and a solid system of communication.

Maintains records, such as daily logs, group logs, incident reports, and related documentation.

Attends and participates in team meetings concerning residents as assigned.

Implements the agency's behavior management practices according to policy and procedures.

Audits Daily Treatment Intervention Logs to make certain all Medicaid requirements for cottage activities are met.

Provides crisis intervention for residents, to include the use of approved verbal and physical intervention techniques.
Serves a role model for youth in the areas of ethics, morals, appearance, spirituality, and lifestyle principles.

Responds adequately to emergencies and potentially unsafe situations with cottage youths.

OTHER DUTIES AND RESPONSIBILITIES

Responsible for ordering supplies and determining the need for maintenance, repairs, and furnishings.

With the treatment team assigns rooms, assists in planning recreational activities, and supervises work and study programs.

Participates in required and voluntary in-service trainings and programs.

Provides emergency coverage for sickness, vacations, and during times of special need.

Periodic travel including transportation of youth in personal or agency vehicle required.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises 8 to 9 employees in the cottage. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree (B. A.) in social work or psychology, and two years experiences in the Human Service field with at least one of those years directly serving residential children, OR a High School diploma

or GED and at least five years experience working with children with at least two years directly working with children in a residential facility.

CERTIFICATES, LICENSES, REGISTRATIONS

Current driver's license and acceptable driving record. Proof of auto insurance. Current certification in First Aid, CPR, manual restraint, and medication management administration.

ESSENTIAL PERSONNEL DESIGNATION

This position has been designated as an Essential Personnel position by the Agency. This means that the duties and responsibilities of your position are essential to the safe and secure operation of the agency or the program in which you work. As an essential employee, you shall be responsible for getting to work or remaining at work as needed during times of buildings and grounds breakdowns, extreme weather conditions or natural disasters.

OTHER QUALIFICATIONS

Capacity to respond adequately to emergencies and potentially unsafe situations with cottage youths.

PHYSICAL DEMANDS

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms and climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate to loud. Possible exposure to conflict and hostile situations. This is a drug free environment.

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