

THE SALVATION ARMY SALLY'S HOUSE WEEKEND CAREGIVER JOB DESCRIPTION

Title: Weekend Caregiver (Part Time Status)

Responsible To: Management Staff, Program Manager

Evaluation: Probationary and Annually by Program Manager

Minimum Qualifications

- Be at least twenty-one years old.
- Have a high school diploma or GED.
- Have at least one year of successful experience working with children.
- Have the skills and abilities to work successfully with the challenging behaviors of children in care.
- Have effective communication and problem-solving skills.
- Be able to pass a DSHS criminal background check and a Salvation Army Safe from Harm background check.
- Be free from communicable diseases as indicated by a TB screening.
- Be emotionally mature and stable in order to provide consistency, structure, and nurturing.

Other Requirements

- CPR/First Aid training.
- Blood borne pathogen/HIV training.
- De-escalation and restraint training.
- TB test.
- Food Handlers permit.
- Child Safety Training
- Monthly staff meeting attendance & trainings.
- Training Tracks – required readings & reports for one year.
- Driver's Fleet Safety training.
- Have uninhibited physical mobility in bending and lifting up to 30 pounds.
- Be capable of auditory and visual supervision of children.
- Be able to verbally and physically interact with the children in care.
- High personal standards of cleanliness and thoroughness.
- Sally's House operates 365 days per year; employees are required to work holidays.
- Be available to be on-call to cover other shifts during the week.

Areas of Responsibility

- Function as a team member.
- Follow all policies and procedures as outlined in the policies and procedures handbook.
- Follow all Child Safety policies and procedures.
- Communicate program needs & children's needs to supervisors.
- Directly supervise children in care.
- Provide consistency and structure.
- Actively lead & participate in the children's daily activities including bathing, meal times, sports activities, learning activities, swimming, field trips & tutoring.
- Follow posted schedules unless directed otherwise by a supervisor.
- Document children's daily activities.
- Model appropriate social and interpersonal behaviors for the children.
- Assist the children in identifying and meeting their physical needs.
- Follow guidelines for the discipline of children, including proper implementation of the behavior management program.
- Offer guidance to the children as needed.
- Clean the facility when needed.
- Do laundry when needed.
- Assist with snow removal when necessary.
- Serve food to the children at meal times and snack times.
- Report allegations of abuse/neglect to a supervisor and to CPS within 24 hours.
- Make sure that the facility remains secure by keeping windows and doors locked and by reporting any security concerns.
- Contribute to a positive morale in the program.
- Develop positive, professional relationships with coworkers.
- Support new employees and practicum students by helping them understand the program and policies and procedures.
- All other duties as assigned.

Physical Requirements

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis.
- Ability to grasp, push, pull objects such as files, file cabinet drawers, automobile doors, and reach overhead.
- Ability to operate a telephone.
- Ability to operate a desktop computer.
- Ability to access and produce information from a computer.
- Ability to understand written information.
- Ability to lift and carry 25-40 pounds on a regular basis (example: moving infant/child car seats in/out of vehicle).
- Ability to sweep, clean, shovel snow, and perform other janitorial tasks as needed

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the physical requirements of the position. The Salvation Army will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

Religious Statement

The Salvation Army is an international, religious and charitable movement – a branch of the Christian Church – showing its love of God and concern for the needs of humanity through a variety of spiritual and social services. The purpose of all its programs is to preach the Gospel of Jesus Christ, disseminate Christian truths, supply basic human necessities, and provide personal counseling and ultimately to accomplish the spiritual regeneration of all persons. I understand that as an employee I represent The Salvation Army & agree to respect and work within its Christian tenets.

Special Comments

I understand that I will be covered by Workmen’s Compensation Insurance while on the job and agree to cooperate in properly reporting all work-related injuries or accidents. I further understand The Salvation Army does not participate in Unemployment benefits while working for The Salvation Army.

Is there anything that would keep you from meeting the requirements for the job as outlined in this description?

Yes { }
No { }

Describe:

Employees Signature _____ Date _____

Supervisors Signature _____ Date _____