

**Miracle Hill Ministries  
Job Posting**

Date: May 12, 2016

Job Posting: FT Youth Mentor – Individual  
Location: Children’s Home, Pickens, SC  
FLSA: Hourly/Non-Exempt  
Reports to: Residential Campus Coordinator  
Date Job Available: Immediately

Job Posting # 2400-4

Basic Job Description:

**Summary / Purpose of Position:** The Youth Mentor is responsible for the direct care of children under Miracle Hill’s supervision. The Youth Mentor is expected to serve as advocate, authority, and role model for children/youth in care. Responsibilities include 24-hour house supervision and care for children/youth with rotating days off or shifts. Ages of children/youth in care may vary (primarily 6-21, under 6 may be served). While working assigned days, this is a live-in position within a group environment.

**Essential Duties and Responsibilities:** The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Direct Care**

- Develop relationships with teammates in order to provide “best practice” care and consistency for the youth in the household.
- Deal with conflicts appropriately and professionally.
- Respond to corrective feedback appropriately and give corrective feedback appropriately.
- Implement training as applicable to age and gender of cottage to help youth succeed; strive to make changes deemed necessary for you and your co-workers to succeed as a team unit.
- Work with Management to provide “best practice” care for the youth in the household.
- Develop and maintain appositive and encouraging relationship with residents and their relatives; strive to understand each resident as unique individual and treat them accordingly.
- Provide guidance, give corrective feedback to residents appropriately and discipline within policy guidelines.
- Provide and maintain clean, nurturing, positive environment in the cottage.
- Abide by policy and procedure guidelines, state regulations, and program routines.
- Proactively supervise all the residents in your care to ensure their safety and safety of others.
- Provide line of sight supervision on and off campus as required.
- Administer medications as prescribed and in accordance with policy and document as required.
- Prepare meals and snacks for children according to the established menu planning guidelines.
- Ensure that residents appropriately dress for any scheduled activity such as school, church, visits, doctor appointments, etc.

- Assist in shopping/providing for children's personal needs, such as clothes, haircuts, etc.
- Communicate professionally with other agencies, volunteers, and co-workers.
- Being available for assistance to the residents at all times, especially in times of crisis (i.e. resident or family illness, family upsets, school failures, discipline cases, etc.).
- Lead in devotions and spiritual training of the cottage residents.

### **Continuum**

- Work with the Children's Home administrative and/or case management staff during the intake process of individual children and in communication of progress/concerns for each resident.
- Enroll children in school and assist school personnel in matters pertaining to residents in your cottage (returning permission slips, grade reports, homework on time, respond to calls, emails, and pick up children in a timely manner if called by school to assist the child, etc.).
- Complete documentation of services provided within required timeframes and keep paper and electronic records for each child in accordance with agency policy, utilizing the required database.
- Document Incidents pertaining to children as needed.
- Complete Cottage Transition forms after each shift/or rotation of schedule.
- Monitor residents' adjustment and progress in the cottage, discuss strengths, needs, and goals in plan of care and team meetings.
- Attend court proceedings, school appointments, IEP' meetings, and Foster Care Review Board with youth in care as needed.
- Help coordinate and transport children to visitations, home visits, appointments and services from other agencies.

### **Physical Plant/Facilities**

- Maintain general housekeeping standards within cottages and grounds outside around the household (lawn, flowerbeds, garage, bus, etc.).
- Ensure security and safety for residents of cottage (secure keys, lock doors, windows, set alarms, check to see if equipment properly working, conduct fire drills, etc.).
- Report and follow-up on maintenance needs within cottage.
- Report and follow-up on periodic replacement and inspections (fire ext.; etc.).

### **Program**

- To work with the implementation of social /recreation, education, spiritual leadership, life skills teaching in day to day milieu and in groups.
- Maintain CPR, First Aid, and TCI Certification.
- Attend all staff meetings, trainings, and events as required.
- Have a willingness to share the good news of Jesus Christ, give a personal testimony and pray with/for those served by the ministry.
- Other duties as assigned by the supervisor.

### **Schedule**

Hours of responsibility for this position include 24-hour house supervision and care of children/youth with rotating days off. Paid time includes all hours providing child care. However, designated sleep hours without child care responsibilities are not compensable time. If awakened during the night due to a situation requiring a response to children/youth in the care, the time is paid time.

**Supervisory Responsibilities:** None

**Qualifications:** The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable those with disabilities to perform the essential functions.

- Education or equivalent experience: Bachelor's degree or other equivalent background and experience preferred, minimal High School Diploma, or GED required. Knowledge of the foster care system and group home experience is beneficial.
- Years of experience: 6 months or more in a residential setting preferred.
- Specialized training required: Pass training course in CPR/First Aid, TCI, CARE curriculum.
- License/Certification: Valid South Carolina driver's license with a clean record and a clean Criminal Background check.

**Religious:**

- Be followers of the Lord Jesus Christ expressed through a personal profession of faith and Christian conduct.
- Agree without reservation with the Doctrinal Statement of the ministry.
- Since the church is God's vehicle of spiritual accountability, it is important that employees be an active participant in and in good standing with a local Protestant Church. They must comply with the requirement of their church, in areas of conduct not addressed by Miracle Hill's expected practices.
- Have a passion for evangelism and the spiritual welfare of all served by the ministry to include: guests, volunteers, customers, contributors, and staff.
- Demonstrate spiritual maturity commensurate with the requirements of your position.
- Christian conduct encompasses the biblical principles of humility, integrity and compassion to guide us to act professionally and ethically at all time. Miracle Hill Ministries understands that we have all fallen short in our past but the employees are expected to practice Christian conduct at Miracle Hill including:
  - Abstain from the use of illegal drugs or the inappropriate use of medication.
  - Abstain from activities or addictions that have a detrimental effect on guests or the reputation of the ministry. According to the teachings of Romans 14:13-23, we are to keep from becoming a stumbling block to those within the ministry who may be apt to addiction. It is important to exercise biblical discretion by restricting your freedom in public to include: use of addictive substances such as alcohol or tobacco, choice of literature, and the choice of entertainment. It is important to demonstrate sound judgment that is based on biblical principles that displays evidence of spiritual growth and maturity. (Titus 2:11-12).
  - Relationships, particularly with the opposite sex, are above reproach.
  - Live free of sexual sin (to include pornographic materials, homosexual conduct, and extra-marital relationships).
  - Respect the sanctity of life from conception until death in God's timing.

If interested in the above position, please log on to [www.miraclehill.org](http://www.miraclehill.org) to complete the online employment application.