

**Miracle Hill Ministries
Internal Job Posting**

Date: March 3, 2017

Job Posting: PT Child Care Worker – Individual - 3rd Shift

Location: Miracle Hill Boys' Shelter, Greenville, SC

FLSA: Hourly/Non-Exempt

Reports to: Program Director, Boys' Shelter

Date Job Available: Immediately

Job Posting # 2560-5

Basic Job Description:

Summary / Purpose of Position: The Child Care Worker is responsible for the direct care of children under Miracle Hill's supervision. The Child Care Worker is expected to serve as advocate, authority, and role model for children/youth in care. Responsibilities include 3rd shift house supervision and care for children/youth with rotating days off or shifts. Ages of children/youth in care may vary from 11-21 year old males.

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

- Perform and document 15 minute bed checks for all residents in emergency cottage.
- Clean facility including: sweeping and mopping, dusting, cleaning surfaces, and laundry.
- Administer medications as prescribed and in accordance with policy and document as required.
- Provide support and training to children/youth when child/youth awakened during the night.
- Work with Care Coordinator 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.
- 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.
- Ensure that residents appropriately dress for any scheduled activity such as school, church, visits, doctor appointments, etc.
- Assist youth with bedtime and wake up routines.
- Develop relationships with teammates in order to provide "best practice" care and consistency for the youth in the household.

Continuum

- Work with the Boy's Shelter Home administrative and/or case management staff during the intake process of individual children and in communication of progress/concerns for each resident.
- 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 Transition Logs 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.

Physical Plant/Facilities

- Maintain general housekeeping standards within cottages.
- 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 facility inspections and drills (fire ext.; etc.).

This is a 3rd shift awake position providing house supervision, client care and cleaning during primarily sleeping hours for the children/youth. This is primarily during the hours of 11pm-8am. This position works with a second third shift awake team member.

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: 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 in CPR/First Aid, TCI, CARE curriculum provided by Miracle Hill.
- License/Certification: Valid South Carolina drivers 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 times. 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.

****Additionally, please log on to www.miraclehill.org to complete the online employment application****