

Cottage Coordinator: Job Overview

PURPOSE: The Cottage Coordinator will provide support and supervision to staff running the day-to-day operations of all cottages. The overall goal of this position is to enhance the quality of care in the cottages to ensure both the children and the staff are adequately supported and monitored. Additionally, the Coordinators will work closely with the Residential Director to ensure that the organization's programs are functioning within the regulations as required by licensing officials. This position requires an ability to maintain strict confidentiality, communicate with multiple staff, and provide structure for the cottages.

FUNCTIONAL RESPONSIBILITIES

- Work closely with the Residential Director to fulfill Youth Haven obligations to our clients and our contractual agreements.
- Provides direct oversight to a small group of Youth Care Advocates.
- Provides supervision to all YCA's while on shift.
- Provide positive role modeling and direction to staff and the children in their daily routines.
- In collaboration with Residential Director, conduct 90-day and annual reviews for Youth Care Advocates.
- Oversee Medication, Sleep, Visitor and Communication logs and work with the Case Managers and the Residential Director to resolve any issues.
- Support and assist the Residential Director as needed with staffing schedules, assuring the required staffing ratios are met.
- Administer Client Satisfaction surveys monthly.
- Manage cottage supplies and replenish as needed.
- Provide training, orientation, coaching, directives, and mentorship to all new youth care staff.
- Role model trauma informed care
- Assist staff in attending to children in ways that support and uphold normalcy, reasonable and prudent parenting, and collaborative problem solving (CPS) in all daily interactions.
- Work with CPS Specialist to ensure all staff are properly trained in *Intro to CPS* and *Level I CPS*, as well as ensure staff utilize CPS properly and attend regularly scheduled coaching sessions.
- Coordinate and assist with client intakes and discharges as needed.
- Communicate with Case Managers on children's behaviors, medications, needs, etc.
- Assist with Individual Behavior Management Plan
- Coordinate the day-to-day schedules and structure of routines and expectations in the cottages.
- Review client EMR's for each shift to ensure documentation compliance.
- Ensure incident reporting procedures are carefully followed.
- Work with designated activity staff in the implementation of outings and events.
- Adhere to all client confidentiality requirements and standards.
- Follow Youth Haven's policies and procedures.
- Attend all required staff and committee meetings.

- Complete annual trainings in a timely manner in accordance with governing agencies.
- Assist with interviewing potential candidates for client care.
- Work with the program leadership team to ensure there is always a Program Leader on campus.
- Other additional duties as assigned.

EMPLOYMENT STANDARDS:

- Bachelor’s Degree in a related field or 5 years’ experience working with children.
- Effective verbal and written communication skills
- Strong and timely documentation
- Strong team/consensus building skills
- Ability to effectively resolve conflict and cope with crisis situations

Youth Haven is a drug free, equal opportunity employer and does not, nor shall not, discriminate against any employee or applicant for employment because of race, color, sex, age, creed, national origin, disability, marital status, veteran status or religion. Local and federal background checks, and drug screening are mandatory. Must have valid driver's license with clean driving record.

Job Type: Full-time

Pay: \$47,000.00 - \$50,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- 403(b)
- 403(b) matching
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Referral program
- Retirement plan
- Tuition reimbursement
- Vision insurance

Schedule:

- 8 hour shift
- Day shift
- Evening shift
- Night shift

- Overnight shift

License/Certification:

- Driver's License (Required)

Ability to Commute:

- Naples, FL 34112 (Required)

Ability to Relocate:

- Naples, FL 34112: Relocate before starting work (Required)

Work Location: In person