



**POSITION: Overnight Cottage Coordinator**

**REPORTS TO:** This position reports to the Associate Director of Programs

**PURPOSE:** The Overnight Cottage Coordinator will provide support and supervision to staff running the day-to-day operations of all cottages. The focus of this position is collaboration with the Child Welfare system community partners, to accept intakes, enhance the therapeutic environment of the campus through staff coaching and function as an integral member of the interdisciplinary team, providing feedback and suggestions as needed. 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 Associate Director of Programs 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.

**EMPLOYMENT CATEGORY:** This position is considered EXEMPT under the Fair Labor Standards Act (FLSA) 29 CFR 778.415 – 778.421. EXEMPT employees are not entitled to overtime pay under the specific provisions of this law. This position includes scheduling for 24-hour coverage (days, evenings, nights) and includes weekends and holidays.

**WORK SCHEDULE:** Your work schedule is subject to change and includes working all **assigned** weekends and holidays.

**FUNCTIONAL RESPONSIBILITIES:**

- Work closely with the Associate Director of Programs to fulfill Youth Haven obligations to our clients and our contractual agreements.
- Provide direct oversight to a small group of Youth Care Advocates.
- Provide 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 Associate Director of Programs, 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 Associate Director of Programs to resolve any issues.
- Support and assist the Associate Director of Programs, as needed, with staffing schedules, ensuring 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
- Communicate with Child Welfare Case Managers, agency On-call staff, Guardian ad Litem and family members as necessary.
- 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.
- Complete *Intro to CPS and CPS Level I*, as well as participate in coaching sessions.
- Work with CPS Specialist to implement CPS within the cottage and ensure all staff are properly trained in *Intro to CPS and CPS Level I*.
- 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, which means covering for other coordinators when needed.
- Member of the PQI Team
- Other additional duties as assigned.

#### **EMPLOYMENT STANDARDS:**



- Bachelor's Degree in a related field or 5 years' experience working with children.
- High School Diploma or equivalent
- 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

**EMPLOYEE NAME:** \_\_\_\_\_

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_