

# Murphy-Harpst Children's Centers, Inc.

## Job Description

### *Cottage Life Assistant*

Incumbent: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Immediate Supervisor: Cottage Leader

Department: RBWO

FLSA Status: Hourly; Non-Exempt

Employees Supervised: None

Infection Control Exposure  
Risk Category: II

Summary of Essential Functions: The Cottage Life Assistant assures the safety and basic emotional needs of the residents in our care are met; provides necessary supervision and individual attention. The CLA serves as a role model to communicate and support the basic philosophy, policies, rules, procedures and programs to our residents. The CLA is responsible for various aspects of the plan of care for the residents including proper documentation, and encouraging/ supporting residents in meeting their goals. The CLA works cooperatively in a team relationship with the Cottage Leader and Assistant Cottage Leader to provide superlative care and treatment. Other duties of the CLA include (but are not limited to) maintaining cottage cleanliness, meal preparation, participation in activities with residents, and assist with transportation needs as assigned. All cottage staff is expected to be alert and attentive during their shift. Due to the reduction in resident activity during 3rd shift hours, it is imperative that 3rd shift staff stay awake and alert throughout the duration of their shift.

### QUALIFICATIONS

Educational: Associate Degree preferred or High School Diploma/GED

Work Experience: 2 years of direct care experience

Position Specific: Experience with the residential child care setting

All Staff: Be at least twenty-one (21) years of age or older. Pass a pre-employment drug screen. Have a clean criminal background. Agency must receive DHS and/or DBHDD clearance. Have a favorable review from ten (10)

year employment history, and relative/social reference. Possess a current valid State of Georgia driver's license. Provide a current three (3) year M.V.R. (motor vehicle report) if age twenty-five (25) or older.

Work Schedule: Varied work hours; 40 hours per week for full-time and 1 – 20 hours per week for part-time.

Physical Requirements: Position requires that incumbent be physically and emotionally fit to perform the duties outlined by being able to do the following on a regular scheduled basis: Ability to lift 60 – 120 pounds unassisted or 120 – 200 pounds with assistance; be able to withstand long periods of standing, walking or taking part in physical activities; maneuver up and down stairs; be highly alert with very quick reflexes in order to respond to emergency situations; able to perform TCI restraints without causing harm to the child, yourself or others.

#### INDIVIDUAL COMPETENCIES & GENERAL RESPONSIBILITIES

1. Be a positive role model for residents (i.e. calm, proactive, supportive, encouraging, friendly, use praise attention appropriately)
2. Maintain TCI certification
3. Maintain CPR/First Aid certification along with medication administration and documentation
4. Complete accurate documentation on resident activities and behaviors
5. Exhibit ability to follow Agency policy and procedure in regard to the following: Mandated reporting, confidentiality, advocacy, infection control, meal preparation, caring for a sick child, etc.)
6. Recognize age appropriate behavior
7. Complete responsibilities in a timely manner
8. Asks for information and assistance when needed
9. Assist other employees in all aspects of day-to-day care
10. Administer and record medications to residents in accordance with Agency policy
11. Educate/orient new residents on the treatment program
12. Provide transportation of residents to various appointments, outings, visitations, etc.
13. Assist team members in developing solutions to individual, cottage or Agency wide issues.
14. Communicate effectively with others
15. Work in a team relationship and contribute to the effectiveness of the team

16. Participate in resident activities on and off the cottage
17. Administer physical restraints of residents when necessary

**ALL STAFF DUTIES**

- Represent Murphy-Harpst Children’s Centers, Inc. in a professional manner at all times.
- Maintain a direct line of communication with supervisor regarding all work.
- Keep informed of scheduled leaves, holidays, and other request and/or grievances.
- Work cooperatively with all staff and administration in seeing that the needs of the Agency are met and maintained.
- Comply with all agency policies and procedures.
- Attend meetings as requested.
- Maintain confidentiality requirements.
- Perform other duties as agreed upon and or assigned by the supervisor.

**PROFESSIONAL DEVELOPMENT**

- Complete all mandatory annual/bi-annual educational training.

**ENVIRONMENT OF CARE**

- Participates in at least one fire drill per year.
- Takes corrective action and notifies supervisor/manager when unsafe conditions exist for residents or staff.
- Reports work related injuries immediately to supervisor.

I certify that I have reviewed and received a copy of my job description and reviewed each point with my direct supervisor

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date