

Hope Village for Children Job Description
Developmental Coach - Degreed

TITLE: DEVELOPMENTAL COACH - DEGREED (*Non - Exempt*)

REPORTS TO: Program Administrator

FUNCTION:

Developmental Coaches work directly with the Hope Village for Children residents, of whom have faced a variety of emotional, behavioral and/or perceptual problems. All of the children placed in the care of Hope Village are considered victims of crime due to their lives being negatively affected by some level of trauma, abuse, abandonment or neglect. The Developmental Coach is responsible for creating an atmosphere of respect, dignity, and cooperation. They must also take an active role in helping residents acquire and practice the skills they need in order to be cooperative, productive people based on an individualized approach directed by a plan of care. Developmental Coaches are trained to provide care to the children and adolescents they work with that is victim centered, trauma informed and crisis focused. All Developmental Coaches attend regularly scheduled and mandatory training throughout the year. This training includes but is not limited to some of the following topics: MANDT (effective means of discipline), resident rights and resident's manual, effective medication management and drug awareness, emergency and safety procedures, infection control, trauma informed care, wrap around facilitation, recovery/resiliency care, family/cultural and diversity, confidentiality stipulations, record keeping and management, serious incidents procedures and reporting, and abuse/neglect reporting and awareness. The Developmental Coach will work as part of a cooperative and interactive team to teach living skills, take part in cooperative games and skill building. The work of the Developmental Coach is performed under the direction and supervision of a Program Administrator.

MAJOR DUTIES:

- Interacts with youth on a day to day basis and provides daily direction and supervision of resident's routine household and/or specialized activities.
- Assists in planning for those rules, procedures, and general policies which govern the activities and behavior in the cottage.
- Assists in the establishment of schedules of activities and supervision to account for and protect each child at all times.
- Participates in, supervises, and instructs residents in life skills such as; cooking, cleaning, time management, personal hygiene and other normal activities related to independent living.
- Assists in planning and supervises on and off campus recreation, special events and activities which affect an individual or individuals in the cottage. Participates as necessary.
- Supervises residents in study and monitors educational progress; assists residents when necessary.

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- Listens to children's personal problems and refers to the Treatment Team as needed.
- Uses MANDT training skills to redirect inappropriate behavior and direct appropriate behavior.
- Attends to medical needs of residents, including handling of emergencies; administers first-aid for minor injuries and administers medications as prescribed.
- Provides transportation of residents in cottage or campus related activities.
- Performs Weekly Treatment Plan reviews with each resident to which they are assigned.
- Participates in training and other activities related to the roles and responsibilities of Developmental Coach.
- Attend and participate in all staff meetings.
- Maintains records and prepares reports as required.
- Demonstrates cultural sensitivity when interfacing with residents and families.
- Establishes and maintains effective working relationship with employees at all levels of the organization.
- Maintains confidentiality in relation to all matters pertaining to the agency, its board, staff and residents.
- Performs related or similar duties as required or assigned.

QUALIFICATIONS

Education: Must possess a Bachelor Degree in Social Work or related field.

Experience, Skills, and Abilities: A minimum of two years' experience working with adolescents or young adults nurturing their daily living activities, physical requirements, mental needs, emotional requirements and spiritual care. Must be willing to work evenings, weekends and flexible hours, if necessary. Must participate in all mandated training, including orientation, ongoing staff development trainings, as well as possess the required certifications in CPR, First Aid, and MANDT as required by licensing agencies. Must be able to learn in a classroom setting, role play, and through supervision, as well as be able to work independently and as part of a team. Good written and verbal communication skills are required. Must have a valid Driver's License and be insurable through the company's automobile insurance carrier, as driving is required for this position.

Screening - Must be able to pass, at orientation and at regular intervals as outlined by licensing agencies, a background check, an NCIC federal background check through fingerprinting, a drug screen, a physical exam, TB screening, MVR insurance guidelines, and any other screenings as outlined by licensing agencies (MDCPS, MDMH etc.). Compliance is required for continued employment.

The above statements reflect the general level and nature of the job and are not to be construed as all inclusive, nor is it to be substituted or used as receipt of an employment contract.