

Perry Multi County Juvenile Facility

Position Description

Implemented February 2014

Working Title of Position:	Residential Care Worker
Title of Immediate Supervisor:	Residential Care Worker Supervisor, Compliance Coordinator and Director
Training Hours required:	40
Normal Working Hours:	Weekdays and Weekends as scheduled Fulltime, Part-time and Contingent, hourly

Position Description: RCW will supervise and monitor youth incarcerated in a Community Corrections Facility in accordance with established procedures, process and requirements. RCW will maintain and enforce security procedures and ensure the safety and security of juveniles, employees, visitors, co-workers, and facility.

Education/Experience: Must be 21 years of age. High School Diploma and/or an Associate's degree in a human services related field or equivalent combination of education, training and/or experience. RCW will require any combination of training and work experience, which indicates possession of the skill and position requirements, knowledge and job duties listed in position description. The Resident Care Worker will possess a high moral character and promote the facility mission statement, facility core beliefs, programming goals and creating and maintaining a safe, secure environment that support residents treatment goals. Possession of a valid Ohio Driver's License. All applicants must able to pass required background check, drug screen, pass the Diana screen and child abuse registry check

Knowledge: The Residential Care Worker (RCW) shall have the responsibility of insuring that the daily needs of the residents are being met. The RCW shall follow all facility Policies and Procedures. The RCW shall be responsible for maintaining a structured environment for each resident that promotes the treatment plan goals while assuring the safety and security of the residents, facility, and co-workers. The facility is a 24-hour, 7 days per week operation; therefore, employee will be assigned to work a shift with essential job duties and responsibilities specific to the shift and facility's needs. The employee may be reassigned as needed and at any time, to best meet the needs of the Perry Multi County Juvenile Facility.

Skills and Position Requirements: RCW must be capable of using hands and feet in self-defense. One must be able to use physical force to maintain and/or protect self and others, which can include but is not limited to physically placing residents in or removing them from areas. RCW may need to use take down techniques in accordance with MYR training, to control residents. RCW will be required to run on various types of surfaces. RCW shall demonstrate strength to subdue aggressive residents by using approved restraining techniques, dexterity, and physical fitness to use short burst of muscle force to propel oneself (as in jumping or running), exert

maximum force to lift, push, pull or carry objects up to 150 lbs from one location to another. The RCW will commonly use normal vision and hearing and be able to converse verbally with residents, visitors, family members, and the public. Possess skills in operation of basic equipment.

Job Duties:

- RCW will be responsible for maintaining group control, monitor and control behaviors of residents.
- Defuse potentially escalating situations through verbal and non-verbal deescalating techniques.
- RCW will be responsible for escorting juveniles to designated areas and activities including appointments outside the facility.
- RCW will assist in the processing of the intake and conduct facility and individual searches including conduct inspections and searches of juveniles, personal items, and livings areas.
- The RCW will complete daily inventory of medications and unit supplies.
- RCW will distribute and provide correct documentation of medication, including distribution and monitoring.
- The RCW will maintain facility and resident discipline in accordance with the facility's policies and procedures.
- RCW will provide active listening and crisis counseling to residents; observe youth behaviors and maintain awareness of youth's physical and emotional needs.
- RCW will observe and documents signs of depression, suicidal ideation, and emotional disturbances.
- All facility employees are mandated reporters of child abuse and/or neglect.
- Any concerns related to the safety, well-being, care and health of a resident, the RCW will immediately notify the Director.
- All RCW will be an active participant in providing for youths' basic needs including, but not limited to medical, clothing, hygiene, food, and recreational needs.
- RCW will distribute meals, personal hygiene items, clothing, medication, and other required items in accordance with procedures. As necessary, RCW will assist with emergency meal preparation and snack preparation.
- RCW will supervise residents engaging in general housekeeping of room and facility and assist with janitorial and laundry duties for the facility themselves as needed or required.
- RCW will maintain daily log, i.e. written reports reflecting resident's activities, resident's case records, and special incidents.
- RCW will evaluate youth behavior by utilizing a daily point evaluation.
- RCW shall facilitate and lead daily cognitive based programming groups, complete required paperwork,
- Promote facility mission statement and programming goals, including role modeling high moral character. While create and maintain an environment which supports the resident's treatment goals.
- RCW will also provide life skills and social skill instruction. All staff, including RCW's, is responsible for control of their keys and following key control procedures at all times.

- Must be able to demonstrate ability to utilize computer, email, copier, fax machine, handcuffs, shackles, intercom, security door and lock software, keys, telephone, two-way radio, and general household equipment such as washer and dryer.
- Other duties as assigned

Miscellaneous Position requirements:

All persons qualified as a Residential Care Worker or qualified Administrative personnel are able to act as Central Control Workers. At which time a Resident Care Worker is acting as the function of a Central Control Worker they are responsible for following the responsibilities of the position of a Central Control Worker. All RCW fulltime, part-time and contingent must also demonstrate abilities during pre-service training and throughout employment as a Resident Care Worker. Contingent RCW are required to work at least one shift or attend trainings monthly, unless approved by the Director.

TRAINING AND DEVELOPMENT

Must successfully complete all phases of pre-service training, which includes the following:

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| Managing Youth Resistance | Mandatory Reporting of Abuse/Neglect |
| CPR | Prison Rape Elimination Act |
| First Aid and Emergency Medical Procedures | Sexual Harassment |
| Suicide Intervention | Drug Free Workplace |
| Blood Borne Pathogens | Cognitive Based Training |
| Emergency Response Training | PMCJF goals and objectives |
| Report Writing | Program Rules and Regulations |
| Juvenile rights, Rules and Responsibilities | Fire, Emergency Procedures |
| Safety and Security Procedures | Personnel policies |

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.