

OFFICE AFFILIATE

Department/Program: Summer Program

Reports To: Clinical Supervisor, Office Manager

Job Category: Unlicensed Professional

Status: Exempt

Job Summary

All Summer Program staff are assigned to a cabin group, and as such are responsible for establishing a safe and therapeutic environment for our students in which they will be able to identify their strengths, and develop and practice new skills. They would develop skills working for a human services agency while making a difference in the lives of others. They should be able to establish relationships with our students while maintaining professional boundaries. Excellent interpersonal and communication skills are required.

In addition to their cabin group, the Office Affiliate is specifically assigned to the Wediko New Hampshire main office, for 5 hour daily shifts. Under the supervision of the Office Manager, the Office Affiliate provides administrative support to the program and campus. This support includes but is not limited to: answering phones, filing, sorting high volume of mail, maintaining, and coordinating and processing of confidential paperwork.

Essential Functions

- Provide direct care and be a consistent presence for assigned cabin group
- Consistently model appropriate behaviors, emotions, and communication skills, i.e., anger management, conflict resolution, and problem solving skills
- Engage with students and actively participate in all activities
- Lead and/or assist with behavioral interventions as taught and outlined in training model
- Utilize approved behavior management techniques including use of therapeutic holds when physical intervention is necessary for crisis management
- Ensure daily student checklists are completed with fidelity
- Seek and/or utilize feedback provided by Clinical Group Supervisors for professional development
- Assist students in gaining the skills needed to live in a less restrictive setting
- Utilize agency policies when responding to emergencies
- Maintain a safe environment by reporting safety concerns to appropriate staff

Office Specific Functions

- Answer telephone switchboard and direct calls
- Fulfill office opening / closing duties
- Copy & transmit faxes
- Log in visitors for meetings, tours, inspections, etc.
- Maintain postage meter and copier
- Post outgoing mail and packages for shipment
- Sort mail and faxes

- Undertake all other duties, responsibilities and tasks as reasonably requested by the Office Manager or Program Director

Minimum Requirements

- Office Affiliates must be at least 18 years old
- Must have completed some level of college education
- Strong communication and interpersonal skills
- Ability to approach challenges in a supportive and creative manner
- Adaptability in an ever changing work environment

Abilities Required

Employees are responsible for transportation to one of the pick up and drop off locations at the beginning and end of the summer. During the summer, on days off, employees are responsible for acquiring transportation to/from the New Hampshire campus. A driver's license is convenient; but it is not necessary to perform work responsibilities. The majority of work is outdoors in a rural environment, which means exposure to heat in summer. Duties may require employees to be outside during adverse weather. The duties of the position involve standing for the vast majority of the work period. Employees are required to physically escort or hold students therapeutically to prevent students from being a danger to self or others. Employees may be required to move equipment 50lbs or more. Employees may be exposed to high noise level for extended periods of time related to event type.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodations. Reasonable accommodations will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, limitations related to the disability and the ability of Wediko Children's Services to accommodate the limitation.

Disclaimer

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Approved By:

Date Approved:

Date Reviewed: 11/4/2016