Lead Staff

Department/Program: Wediko Summer Program
Reports To: Clinical Group Supervisor
Job Category: Unlicensed Professional/Exempt
Status: Temporary/Seasonal

Job Summary
The Lead Staff is responsible for the oversight of the day to day needs of staff and students within a Clinical Cabin Group. The Lead Staff establishes consistency and predictability within the Clinical Cabin Group by utilizing and following programmatic structures, routines, and policies. Working under the direct supervision of the Clinical Group Supervisor, the Lead Staff is responsible for maintaining physical and psychological safety within a group in a short term residential setting. The Lead Staff will assist the Clinical Group Supervisor in creating and implementing treatment strategies and completing related administrative tasks.

Essential Functions
Establishing safety, consistency, and predictability through, but not limited to, the following:

- Providing direct care and supervision for assigned Clinical Cabin Group to ensure the safety and wellbeing of the students
- Collaborating with the Group Clinical Supervisor to create and implement individual and group based treatment strategies
- Following the program schedule as outlined by Program Coordinators
- Overseeing issues of personal hygiene, nutrition, and self-care
- Maintaining consistent expectations during critical periods of the day including, but not limited to: mealtimes, wake-ups, bedtimes, and transitions
- Consistently teaching and modeling appropriate interactions between staff and students in a variety of social situations
- Teaching and modeling behavioral interventions as taught and outlined in training model
- Utilizing approved behavior management techniques including use of de-escalation room and therapeutic holds when de-escalation and/or physical intervention is necessary for crisis management
- Maintaining a safe environment by responding to and reporting safety concerns to appropriate staff in a timely manner
- Utilizing agency policies when responding to emergencies
- Participating in and successfully completing first aid and medication distribution training
- Managing the first aid supplies for Clinical Cabin Group
- Awareness of clinical and/or medical needs of the assigned students and the ability to implement necessary procedures and precautions

Providing ongoing administrative functions related to the treatment and care of students in assigned Clinical Cabin Group, which includes, but is not limited to the following:

- Collaborating with team members, Think City leadership, Nursing team, Program Coordinators, Program Managers, and Program Directors to ensure students are receiving the best treatment and care possible
- Organizing group checklists
• Assisting in the completion of necessary documentation related to phone calls, planning meetings, and safety/wellness concerns
• Assisting in the completion of agency required intakes, treatment plans, and discharge paperwork to fidelity
• Maintaining regular office hours for timely completion of all phone calls and clinical documentation responsibilities
• Utilizing Microsoft Office and other computer programs to carry out essential job functions
• Attending leadership and supervision meetings as required
• Attending all orientation week activities
• Helping plan and implement critical program days throughout the summer including, but not limited to, general staff arrival day, general staff orientation, child arrival day, and visitor's day
• Maintaining confidentiality in regards to staff and student HIPAA protected or other sensitive information

Minimum Requirements
• Bachelor's Degree
• Strong communication and interpersonal skills
• Ability to approach challenges in a supportive and creative manner
• Adaptability in an ever changing work environment
• Familiarity with and ability to use Microsoft Office Programs such as PowerPoint, Excel, and Word to carry out essential job functions

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 NH setting. 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: Jose Perez
Date Approved: 12/15/2017
Date Reviewed: 12/15/2017