

Maryville Academy Job Description

Crisis Nursery Evening Supervisor

POSITION SUMMARY:

Responsible for assisting the Program Director in the overall organization and ongoing development of the crisis nursery during a specific shift. Monitor the interactions of staff and children to ensure appropriate service delivery in a safe and nurturing environment. Assist in the training and supervision of Child Care Workers in order to ensure compliance with program expectations including the Maryville philosophy and Standard Operating Procedures. Provide consultation to Child Care Workers in both verbal and written form. Provides shift leadership, direction, and coordination in order to facilitate the integration of resources for the betterment of the children enrolled in the program. Engages in the performance of managerial duties. Customarily and regularly directs three or more other Child Care Workers.

ESSENTIAL FUNCTIONS:

- Supervises three or more Child Care Workers;
- Implements the crisis nursery philosophy;
- Assists with the documentation, scheduling, trainings and evaluations of the program volunteers;
- Observes interactions of child care workers and volunteers with the children and documents interaction to review with volunteers and child care workers;
- Assists with reviewing daily documentation for the program and the children;
- Participates in staff meetings and is able to lead staff meetings;
- Provides input into daily routine and care plans for children who need extra care;
- Maintains communication with the team to ensure continuity of care;
- Provides feedback to child care workers on their implementation of the program objective, policies and procedures and professionalism through regular written as well as daily informal consultations;
- Assists with on call responsibilities for the program;
- Directs and encourages staff members when dealing with crisis situations;
- Participates in continued performance quality improvement;
- Performs other work related duties assigned;
- Performs duties to ensure child/staff ratios are met daily;
- Transports youth in a Maryville van, as needed;
- Assists with scheduling, documenting and monitoring the effectiveness of on site fire and severe weather drills;
- Participates in continued performance quality improvement;
- Other duties as assigned.

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MINIMUM REQUIREMENTS:

Education/Experience:

- Associates Degree or Bachelor's Degree in human services related field or Early Childhood;
- Two years of experience working with children birth to six years of age;
- Minimum of 25 years of age;
- Supervisory experience preferred.

Skills /Knowledge:

- Ability to implement the Maryville Model of Care as it applies to the Nursery;
- Successful completion of initial and ongoing training requirements;
- Must possess a valid Illinois driver's license in compliance with the driving standards as identified on form CFS-671;
- Ability to drive a fifteen passenger van;
- Demonstrate skill in working with and managing children of the type served in the program;
- Ability to communicate effectively, verbally, and in writing, with Maryville youth, supervisors, coworkers, subordinates, support agencies, and a variety of internal, as well as external, consumers;
- Knowledge and understanding of minority group cultures;
- Working knowledge of the principles and practices of basic supervision and management;
- Ability to learn and use computer technology;
- Knowledge of Program Plan and licensing requirements.

Physical Demands:

- Required to frequently sit, stand, walk, bend, and drive for extended periods; able to walk up and down stairs.
- Required to lift/move objects and/or children weighing in excess of 40 pounds;
- Must possess the ability to physical lift, care for and hold children;
- Must have visual, hearing, and learning capabilities sufficient to perform the essential functions defined above.

Environment and Scheduling:

- Duties may involve contact with children or adults who may be threatening, aggressive, suicidal, and/or under the influence of drugs or alcohol;

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- Must be flexible in scheduling and available to work all shifts;
- Duties include 24 hour on-call and immediate response to emergency needs of the program.

HIPAA PRIVACY TRAINING AND SANCTIONS:

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy Rule are required by the Rule to receive training so that they have an understanding and knowledge of the Privacy Rule that corresponds to their job responsibilities and of the group health plan's policies and procedures that impact on their job duties. Site specific training on requirements of the HIPAA Privacy Rule and the plan's health information policies and procedures under the direction of the plan privacy officer may be required for this position based upon site specific requirements. Employees who violate the requirements of the HIPAA Privacy Rule will be subject to discipline, up to and including termination.

EMPLOYER RIGHTS:

This description is intended to describe the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Management retains the right to add to or change the duties at any time.

ADDITIONAL DATA:

Compensation: Salaried
Reports to: Assistant Program Director
Work Location: Center for Children
Supervises: Child Care Workers
Date Written: 06/05
Date Revised: 07/11

GENERAL SIGN OFF:

I have reviewed and understand the job description, responsibilities and duties, and I am able to perform the essential job functions.

Employee Signature: _____ Date: _____

Witness Signature: _____ Date: _____