



JOB DESCRIPTION

Job Title: Family Teacher (Anchor House)

Qualifications: Bachelor degree in social sciences, education or related field from accredited institution and minimum one year of experience working with children; or a similar combination of education and experience. Experience in Teaching-Family Model preferred. A valid SC driver's license and acceptable driving record is required.

Job Description: This position reports to the Anchor House Program Supervisor. Through use of the Family Teaching Model, the Family Teacher applies his or her knowledge, training and experience to recommend and execute individualized treatment for each resident and a therapeutic daily schedule that meets the needs of all residents. This includes ensuring compliance with organization policy and procedures. This full-time, salaried (exempt) position requires flexibility but typically requires working an "eight days on, six days off" (Monday to Monday) schedule. During the eight work days staff is typically required to sleep at the residence.

Positions Supervised: The position provides supervision to volunteers who work with residents to ensure that interactions are appropriate and impact treatment in a positive way. The Family Teacher Floater directs *Relief Family Teachers* (but do not directly supervise) in problem solving and executing the individualized treatment for each resident, which is developed by the treatment team which includes the Family Teacher, guardian, etc.

Family-Teacher Responsibilities:

- When requested, begin the treatment process for each resident by meeting with SC DSS caseworkers and/or law enforcement in conjunction with the youth to do all necessary intake paperwork and assess and document the initial trauma needs of each youth.
- Provide daily teaching that results in the development of social, academic, emotional and independent living skills for each child served. Ensure that daily teaching ties to the overall treatment plan of each child and recommend updates as appropriate.
- Complete weekly progress summary notes on assigned children and ensure that they correspond to the individual skills and treatment plan as recommended by you (Family Teacher) and the treatment team.
- Complete discharge summaries outlining individualized treatment needs based on training and experience.
- Assess and respond to children's needs specifically related to trauma, and apply knowledge, training and experience to develop and individualized course of treatment to address the effects of trauma.

- Apply knowledge, training and experience to develop a natural, supportive, structured home environment and build close relationships with youth, using his or her discretion and judgment to adapt based on individualized resident needs.
- Work toward professional certification in the Teaching Family Model.
- Provide and execute all elements of the Teaching-Family Model program as trained and work with the team of Family Teachers to implement the program as trained.
- Execute the individual course of treatment for each resident, as developed by the Family Teacher and other treatment team members, by working with parents, teachers, mental health workers, guardians, Guardian Ad Litem and other adult supports to ensure each remains connected with maximum supports and resources.
- Remain informed through the Program Supervisor and Child Advocate about local, state, federal and Teaching-Family Association standards and regulations pertaining to the provision of services to children and their families.
- Actively make individualized treatment plan recommendations for residents according to Family Teacher's training, knowledge and experience and direct this treatment on a daily basis.
- Provide transportation for residents to and from personal appointments, religious services, place of employment, and other activities that are a part of the residents' individualized courses of treatment, including establishing and maintaining long term relationships that may create normalcy and long-term supports for each child served.
- Implement organization policy and procedures as written.
- Complete all paperwork in a timely fashion, per organization policies, using organization forms.
- Keep track of expenditures related to the cottage, following the organization fund management policy.
- Provide daily teaching around life skills through individualized teaching interactions and by modeling the skill(s).
- Ensure that residents are supervised, even when volunteers are present, unless the legal guardian has authorized sole volunteer supervision in writing.
- This position is an integral part of the PQI process for HCFC through duties which include but are not limited to:
 - a. Recording output data including supplemental education hours and family visits
 - b. Completing necessary assessments on clients within specified time frames
 - c. Completing other duties as assigned on the PQI Grid
 - d. Completing and reporting on critical incidents
 - e. Inputting information into KaleidaCare as trained
 - f. Completing comprehensive care plans and the Casey Life Skills assessment per the PQI grid and HCFC policy
- Other duties as required to meet treatment needs.

Necessary characteristics: Must be committed to positive changes in children. Must be able to develop strong relationships with girls between 11 and 19 years old and good understanding of issues impacting girls and children in foster care; must have good problem solving skills and perseverance in advocating for the best interests of each child served. Must exhibit a desire for professional growth as evidenced by accepting and responding to constructive feedback. Strong customer service, team leadership and critical thinking skills are essential.

SIGNATURE: _____ DATE: _____