



Wings of Refuge – Direct Care Coach

Organization Type: Christ Centered Non-Profit

Direct Report: Director of Residential Services

Hours: Full time - Includes overnight and weekend shifts

Education and Experience: Preference will be given to individuals who possess a bachelor's degree from an accredited college or university in behavioral or social sciences, social work, psychology, education, counseling, or a related field and have two years of experience in the field of human services. Relevant experience may be substituted for the degree preference.

Summary of Job Responsibilities: Create a culture of healing centered care for participants of the program, providing structure and safety and developing relationships. This also includes normal life routines such as, assisting with making dinners, distributing medications, driving participants to activities as well as scheduling weekend or evening activities during your shift.

Provide Safety

Support participants during non-programming hours

Build Relationships

Create an atmosphere with structure and integrate fun, relaxation and recreational development

Maintain Restoration Home

Coordinate home and property maintenance

Support Programming

Assist daytime staff with task completion

List of Responsibilities:

Daily

- Provide support to participants in our program
- Read/record any pertinent documentation
- Dispense and record daily medications
- Follow program specific guidelines per their goals
- Follow protocols for opening and closing the home
- Provide transportation to participants as needed
- Ensure staff cell phone and tracphones are charged
- Assist with making meals with participants
- Monitor participant phone calls as needed
- Collaborating with other staff members on decision making as needed

Weekly

- Put garbage out on garbage night
- Attend staff meetings and family time
- Errands for individual participants
- Record budgets and spending as needed
- Attend/coordinate church attendance
- Pick up and fill medications as needed
- Write regular notes of encouragement for participants

Routinely

- Schedule evening or weekend activities as needed
- Conduct and record quarterly safety drills (fire, tornado, intruder, participant escalation)
- Complete house maintenance tasks
- Assist in WOR home due to other staff absence and or emergency
- Other duties as assigned

Additional Responsibilities

- Agree with the Wings of Refuge **Statement of Faith**
- Understand and demonstrate a willingness to engage in the **Guiding Principles** of the program
- Maintain an active, growing relationship with the Lord
- Abide by organization policies and procedures
- Exhibit leadership and management skills
- Capable of performing multiple tasks and is well organized
- Possess crisis management skills
- Display strength-based tendencies
- Effectively communicate with others
- Participate in all required training and show competency in skill areas of training content.
- Take med management training
- Willingness to pursue and participate in continuing education to stay up to date on best practices and regulatory compliance requirements

Qualifications

- Never have been shown by credible evidence (e.g., a court or jury, a department investigation, or other reliable evidence) to have abused, neglected, sexually exploited, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly serious injury as a result of intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect obtained at the time of application and evidence of having made efforts to obtain and evaluate references from previous employers
- Documentation of at least two professional, educational or personal references that attest to the person's capability of performing the duties of the position.
- Complete a satisfactory preliminary criminal history background check and a satisfactory fingerprint records check.
- Be 21 years of age or older.
- Pass a motor vehicle record check