Wings of Refuge

Direct Care Coach (FT Nights & Weekends)

Organization Type: Christ Centered Non-Profit
Regular Schedule: Full-time nights and weekends, 40 hours per week. Three 13-hour shifts on a two week rotation. See specific schedule outlined below.

Education and Experience: Preference will be given to individuals who possess a bachelor's degree 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 a degree.

Schedule: This role offers a unique opportunity to make a difference in the lives of our participants. With this unique and non-traditional schedule, you not only get the benefit of having your days free. You also help us create a safe and fun environment for one more girl to experience restoration through the love of Christ. Direct Care staff working overnight shifts do sleep during regular bedtime hours at the home. Rising in the morning to assist participants with regular morning schedules. We have 2 Direct Care positions that cover the night shift as follows:

Direct Care Nights 1	Direct Care Nights 2
Week 1: Sunday, Monday, Tuesday 6pm - 7am Week 2: Monday, Tuesday, Wednesday 6pm - 7am Attend Staff Meeting every Wednesday 1pm Attend Family Time on occasion Wednesdays 11:00	Week 1: Wednesday,Thursday, Friday 6pm - 7am Week 2: Thursday, Friday, Saturday 6pm - 7am Attend Staff Meeting every Wednesday 1pm Attend Family Time on occasion Wednesdays 11:00

Job Summary: Create a culture of healing centered care for participants of the program. Develop relationships through normal life routines such as making meals together, planning, coordinating and driving participants to activities, and doing life together in the home. This role also includes to following responsibilities:

Provide Safety
Support participants during non-programming hours and help ensure a safe and healthy rhythm in the home.

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

Maintain Home: Oversee, coordinate and assist participants with cleaning and other tasks around the home.

Support Programming
Coordinate or assist with development and delivery of daily schedules for participants. Support and guide participants in the achievement of individual goals. Fill in as needed with leading or teaching classes. Assist in delivering programming that supports desired outcomes for each participant.

Regular Tasks and Responsibilities
Depending on the shift and schedule assigned, a combination of the following duties may apply:

Daily:

- Read/record any pertinent documentation
- Dispense and record daily medications
- Follow program specific guidelines per RISE Plan

- Follow protocols for opening and closing the home
- Provide transportation to participants as needed
- Ensure staff cell phone and tracfones are charged

Weekly:

- Put garbage out on garbage night
- Attend staff meetings and family time
- Facilitate morning devotions
- Meal planning, grocery shopping and errands for individual participants
- Record grocery budget as needed
- Attend/coordinate church attendance
- Deep cleaning of the home as needed
- Monitor participant phone and computer usage
- Pick up medications
- Write regular notes of encouragement for participant jars

Occasionally:

- Schedule evening or weekend activities as needed
- Conduct and record quarterly safety drills (fire, tornado, intruder, participant escalation)
- Create word clouds for 30 day celebration and staff spotlights
- Develop maintenance checklist and track maintenance as appropriate
- Manage gift card spreadsheet
- Complete house maintenance tasks
- Van cleaning
- Assist in WOR home in 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
- Participate in all required training and show competency in skill areas of training content.
- 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
- Capable of performing multiple tasks and is well organized
- Possess crisis management skills

- Display strength-based tendencies
- Effectively communicate with others

Note: This role works directly with female participants in our residential homes. Wings of Refuge follows a trauma-informed care approach and due to the nature and sensitivity of the work we do, a bona fide occupational qualification is that we can only hire women into our residential services positions.