



Direct Care Coach (PRN)

Organization Type: Christ Centered Non-Profit

Regular Schedule: Part-time average of 2 - 12 hours per week. Days, nights, weekends, and some holidays as needed. Daytime hours to attend staff meetings.

Wings of Refuge

Schedule: PRN roles fill in and cover hours and open shifts as situations arise. Working a PRN role provides a great opportunity to make a difference while still having a flexible part-time work schedule. Must be willing to work a variety of shifts (day, overnight, weekend, holidays) as needed. Shift work is by request and not mandated, however due to the nature of this role the expectation is that a majority of requested shifts will be covered. PRNs are required to stay engaged in the ministry through attending the weekly staff meeting and work at least four hours per month.

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 the 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 tracphones are charged

Weekly:

- 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:

- 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

- Bachelor's degree in social work, psychology or related field (preferred) or have two years of experience in the field of human services. Relevant experience may be substituted for a degree.
- Skilled in trauma-informed practices, with the ability to handle sensitive situations and emotional volatility and empathy and clarity.
- Strong communication and interpersonal skills
- Capable of performing multiple tasks and is well organized
- Ability to manage crises with composure, compassion, and adherence to trauma-informed practices.
- Utilize strengths-based strategies to encourage empowerment and positive outcomes.
- 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 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
- Complete a satisfactory preliminary criminal history background check
- Be 21 years of age or older.
- Pass a motor vehicle record check

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.