Boys’ Haven of America, Inc.

Job Description

Direct Care Staff

Basic Function:
Caregivers must be dedicated and sincere individuals with high moral standards and positive attitudes. They are responsible for providing trauma-informed care, supervision, and consistent home environment for at-risk youth in a safe residential setting. A continuing goal will be to maintain a home-like environment, where personal values, hygiene, and respect for self and others are taught.

Responsibilities and Tasks:
• Transportation of residents to various doctor appointments, as well as off-campus meetings/activities
• Preparing and serving meals
• Administering medication and caring for sick residents
• Picking up campus necessities and donations
• Care, repair of resident clothing
• Helping residents with homework and/or school assignments
• Teaching and ensuring that residents complete chores properly
• Keeping daily logs on concerns, activities within the cottage
• Participating in on-campus activities such holiday festivities, etc.
• Participate in campus fund raisers such as the Crawfish Festival, Cantastic Sunday, etc.

Requirements:
• Must be at least 21 years old
• Possess a High School Diploma or high school equivalency such as a GED
• Be able to read, write, communicate with medical workers, medical personnel, etc.
• Must possess a current driver’s license and a clear driving record
• Completed TB skin test
• Must be able to pass a drug test
• Must be flexible and demonstrate sound work ethic
• Provide a safe environment
• Implement and follow each resident’s service plan