

Bay Area Crisis Nursery Job Description

June, 2011

POSITION: Facility Manager

RESPONSIBILITIES TO: Director, Program Manager/Outreach Coordinator, Case Manager

PURPOSE: To support the total child caring function of the Nursery by accepting responsibility for smooth operation of the Facility, admissions, and discharges of infants and children during assigned shift.

COMPENSATION CLASSIFICATION: Non-Exempt

QUALIFICATIONS:

A. Education and Skills

1. High School Diploma, at least 18 years of age, 2 years previous experience working with children, and education hours as defined by CCL (Crisis Nurseries Regulation 86565 q).
2. Previous leadership experience or have demonstrated ability to assume leadership and accept responsibility.
3. Previous experience in the area of child care is required. Must demonstrate ability to relate to children in a positive manner.
4. Ability to instill confidence in others, maintain calm and competent attitude during periods of stress.
5. Leadership qualities to include ability to give direction to assigned staff and volunteers, work cooperatively with peers, and accept direction as needed.
6. Ability to establish and maintain good relationships with representatives of other agencies using the facility. Extend to families in crisis all help available with a non-judgmental attitude, offering compassion and strength in an objective manner.
7. First-aid and CPR certification required and must be kept updated.

B. Physical and Emotional Requirements

1. Good general health with high energy level to meet demands of active children. No physical limitations that would interfere with the care of children or household responsibilities.
2. No communicable diseases. TB test and pre-employment physical and drug screening are required.
3. Must be clear of any drugs or alcohol. Pre-employment physical includes drug screening.
4. Must have fingerprint clearance for both DOJ, FBI including a Child abuse index clearance before working a shift and must maintain clearance to continue employment.
5. Possess an average mental health and emotional stability. Personal problems may not be such that they interfere with responsibilities or functioning of the Nursery.
6. Present an attractive, clean appearance with awareness of position as a representative of the Nursery.

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C. Working Conditions

1. Willingness to sacrifice personal preference with necessary for the safety and welfare of the children.
2. Flexibility of time and work schedules when needed to cover absence of other staff members and ensure high quality of care to children.
3. Refer to Personnel Policies for employee benefits, etc.

DUTIES AND RESPONSIBILITIES:

1. Responsible for total care of all children during assigned shift.
2. Concur with Director, Program Manager/Outreach Coordinator, or Case Manager regarding any questions concerning admission or discharge of children, illnesses, accidents, or incidents that may need immediate or future attention.
3. Make frequent rounds to assure well-being of children. Children are never to be left unsupervised, outdoors as well as indoors.
4. Check charts and files for complete information and follow orders given. Be cognizant of legal aspect of record keeping, therefore writing clearly and concisely of phone calls, visits, or any unusual incidents, etc., including date, time, and signature. Sign off on charts when shift is ended. Upon release of child organize chart for processing.
5. Dispense medications and administer treatments following medications procedures of checking medication doctor's orders, checking the medication for accuracy, dosage, times, and child and give as prescribed.
6. Be alert to physical or emotional changes in infant or child indicating onset of illness. Check temperature for elevation and act accordingly. Seek professional medical advice when deemed necessary. Arrange appointment and transportation to hospital if needed and concur with On Call.
7. Supervise meals and snack periods. Cooperate with night staff in assuring food is prepared and enjoyed according to each child's needs, adjusting to age and ethnic differences. Prepare formulas for infants and feed when hungry. Be aware of allergies. Never force feed or threaten punishment for not eating.
8. Observe infants and children for drowsiness, need to rest, to be bathed and changed. Use appropriate, positive discipline only.
9. Maintain constant attention to safety of children and their environment. Be familiar with Emergency Systems in its entirety and act spontaneously and appropriately during any emergency. Instruct assigned staff and volunteers on all aspects of systems and review periodically.
10. Recognize responsibility in maintenance of cleanliness and beauty as well as safety of interior and exterior of the Nursery. Follow through on general housekeeping requirements such as laundry, cleanliness of bathrooms, replacement of items, emptying of trash, general pick-up, broken toys, equipment, etc. Keep current list of needs.
11. Encourage children to help in cleaning up play areas and bedrooms according to their capabilities.
12. Accept responsibility for performance of staff and volunteers during assigned shift.
13. Convey real mission of the Nursery by establishing rapport with families in need, offering consideration and thoughtfulness in a patient, firm, and objective manner.
14. Other duties as needed or requested.