



Job Title:	Residential Specialist		
Department/Group:	Chippewa County Family Project-Group Home		
Location:	Sault Ste. Marie	Travel Required:	TBD
Level/Salary Range:	TBD	Position Type:	PT/FT
HR Contact:	Tracey Holt	Date Posted:	
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	
External Posting URL:	www.chippewacountyfamilyproject.org		
Applications Accepted By:			
EMAIL: CHIPPEWACOUNTYFAMILYPROJECT@GMAIL.COM		MAIL: ATTN: TRACEY HOLT, CHIPPEWA COUNTY FAMILY PROJECT SAULT STE. MARIE, MI 49783	
Job Description			
<p>A Residential Specialist will act as a parent and ensure that the youth within the Chippewa County Family Project-Group Home receive the emotional, physical, spiritual, and cultural support as needed. They will encourage and impact coping and life skill in a safe and structured environment. A Residential Specialist will all Michigan ensure compliance for all Department of Health and Human Services policies and procedures, as well as Chippewa County Family Project Group Home's Facility and Employee policies and procedures.</p> <p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Provide constant monitoring of youth in their direct care throughout a designated shift (afternoon, night, weekend, etc.). 2. Manage the needs of the house and youth which may include: monitoring youth as they sleep, assist with program preparation, special events, household cleaning, basic food prep, independent living activities, homework and other duties as assigned. 3. Assist in completing reports and other required documentation and administrative tasks as necessary. 4. Must be physically able to use authorized Crisis Intervention techniques. 5. Provides a safe, structured and nurturing learning environment for the children. 6. Provides constant supervision for children during recreational activities and outings. 7. Provides one-on-one supervision to children when safety concerns are noted. 8. Distributes psychotropic medication to children as needed, documenting in the Medication Administration Record (MAR). 9. Assists in preserving children's culture by implementing their children's traditions or cultural activities. 10. Consults daily with other caregivers to ensure needs of children are being met. 11. Participates in trainings, conferences, meetings, projects, and other events provided by Chippewa County Family Project Group Home. 12. Attends meetings and individual supervision to discuss children and program-related issues. <p>Qualifications</p> <ol style="list-style-type: none"> 1. Must be at least 21 years of age 2. Must have a valid Driver's license and willingness to obtain Class E Chauffeur's license 3. High school diploma or equivalent; Bachelor's degree in Human Services field, preferred. 4. Must consent to a pre-hire, annual, and random drug screening protocol. 5. Must obtain a recent tuberculosis test or chest X-ray verifying no active tuberculosis. 6. Must consent to check employment references and to conduct a background check in accordance with requirements of the Michigan Department of Protective and Regulatory Services. 			

7. Must be able to work flexible schedule.
8. Be a positive role model for children and co-workers while promoting a positive work environment.
9. Prior experience working with youth in a residential setting is preferred
10. Ability to live on campus at the Chippewa County Family Project Group Home for the duration of the assigned shift.
11. Performs other duties as assigned.

Reviewed By:	Tara Tremblay	Date:	7/3/20
Approved By:	Governing Board	Date:	