

COTTAGE PARENT II

DESCRIPTION OF WORK

Work of this class involves the care, supervision, and welfare of handicapped or delinquent children or of mentally retarded residents.

Employees supervise a small number of subordinate cottage parents in providing physical, emotional, and hygienic care to mentally retarded residents; or they are responsible for counseling, supervising, and caring for a group of delinquent, blind, or deaf children in a resident unit of a State school.

Employees are expected to use considerable independent judgment in working with children in a similar manner that parents care for children at home. Work is performed under general supervision and is reviewed through frequent inspection of the cottages, reports, group meetings, and individual conferences.

EXAMPLES OF DUTIES PERFORMED

Assigns specific duties to lower-level cottage parents, instructs them in routine procedures and techniques of resident care, and reviews work to determine that assignments have been satisfactorily completed.

Supervises, trains, and assists children in bathing, dressing, bedmaking, personal hygiene and grooming; reads incoming mail to children and periodically writes letters to parents; maintains a record of money belonging to children and controls expenditure of money.

Inventories children's clothing, properly identifies clothing not marked, and stores clothes in proper place; reports items needed by the individual child; mends items of clothing as needed.

Plans, guides, and actively participates in recreation activities with a group of children; supervises social functions held in the cottage or on the campus.

Consults and cooperates with other disciplines to coordinate classroom, cottage life and other activities into the learning situations; counsels with parents concerning the child, its problems, needs, and general welfare.

Maintains and coordinates schedules for school activities, such as bedtime, getting up, meals, class attendance, etc.

Plans a cottage program weekly and submits a temporary plan to cottage parent supervisor; plans and supervises daily devotional programs for the cottage.

Supervises a cook in the preparation and serving of meals, proper storage of the food, and cleanliness of the kitchen and equipment.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Some knowledge of the methods, materials, and equipment used in general housekeeping activities.

Some knowledge of the principles and practices of guiding, training, caring for delinquent and handicapped children.

Ability to understand and effectively carry out oral and written instructions.

Ability to understand the personal and social problems of delinquent and handicapped children.

Ability to maintain records and prepare reports.

Ability to exercise good judgment in observing and recording the behavior of delinquent and handicapped children.

Ability to acquire skill in giving medications and basic therapeutic treatment.

Minimum Education and Experience

Graduation from high school* and one year of experience in a human service function which demonstrates attainment of the required knowledges, skills, and abilities.

Necessary Special Qualifications

State employees engaged in "youth correctional work", as defined by State statute, are subject to and must meet the applicable education, employment, and training standards as defined and established by the N. C. Criminal Justice Training Standards Act and administered through the N. C. Criminal Justice Training and Standards Council.

* A North Carolina high school equivalency certificate may be substituted for the required formal education.