

New Foundations Home for Children

CAREER OPPORTUNITY

Job Title: Direct Care Unit Manager (Female Unit)
Job Type: Full Time
FLSA Status: Exempt
Location: 2300 Standridge Rd, Anderson SC 29625

Work schedule:

Full Time – 2nd Shift Monday – Friday

Competitive Benefits for Full Time Employees Include:

- Health, Dental, Vision, Life, Short Term, and Long Term insurance coverage
- Paid Time off accrued each month
- Overtime pay for specified holidays
- Retirement Plan with company match
- Credit Union membership
- Teladoc membership giving 24/7/365 access to a doctor for minor illnesses
- Variety of staff team building events
- Training and certification provided

Description of role:

Our organization strongly believes that every individual deserves the opportunity to achieve his or her fullest potential. At the present time, we are looking for an experienced individual to fill the full time Unit Manager role. The right candidate will be responsible for providing supervision to staff on the unit, as well as, compassionate care and assistance to emotionally troubled adolescents with intellectual and developmental disabilities. If you have prior experience working with adolescents in a direct care role, and supervisory experience we encourage you to apply for this position.

Under General Supervision, candidates will provide direct care and supervision to staff, and clients in a safe, structured environment that fosters the development of appropriate behaviors.

Tasks:

- Creates and facilitates an atmosphere that is most conducive to the growth, success, and safety of the clients
- Participates in weekly care team and management team meetings as requested and provides input on clients
- Must lead or co-lead daily group seminars; aids in the development and administration of individual client care plans
- Provides management and supervision of staff on an assigned unit. Must carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Includes but not limited to training employees; planning, assigning, and directing work; appraising performance and completing regular supervision meetings with staff; addressing work complaints and resolving problems
- Responsible for the overall direction, coordination, and evaluation of assigned unit
- Provides management for on-going development of staff working on assigned unit to ensure compliance of agency policy and procedures
- Supervises and documents client's weekly behavior and provides therapeutic interventions as needed
- Must be able to perform physical restraints based on TCI (Therapeutic Crisis Intervention) training requirements and demonstrate competency in all aspects of TCI training
- Provides supervision of clients. Clients must be in eyesight of staff at all times while engaged in on/off campus New Foundations' activities
- Must initiate, engage, and participate in a full range of activities with clients. Including but not limited to recreational, educational, social, and group activities

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(864) 225-1628

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- Must maintain a positive, and respectful interaction with clients and staff
- Must communicate any safety concerns immediately to supervisor. i.e. client safety and environmental safety
- Completes all required documentation prior to leaving the assigned shift, to include but not limited to, daily counseling notes, incident reports, medicine logs, maintenance inspection checklist
- Must check email and respond accordingly on a daily basis when scheduled to work
- Must maintain a valid driver's license and comply with DSS regulatory requirements, and agency liability insurance requirements
- Required to follow New Foundations policies and procedures at all times when acting on behalf of New Foundations
- Other duties as assigned by the supervisor

Skills and requirements:

- Bachelor's degree (preferred but not required) or three years' experience in a related field
- One year of supervisory experience
- Practical knowledge of treatment of emotional and behavioral child and adolescent disturbances
- Valid driver's license
- Excellent organizational, interpersonal and communication skills
- Compassionate about the care and well-being of others
- Ability to pass a background check and drug test
- Must be at least 21 years old
- Practical knowledge of individual and group behavioral traits, special emphasis on students' needs and behavioral patterns
- Ability to intervene effectively in a crisis situation
- Ability to plan and supervise the work of subordinate staff

How to apply:

Please send applications or resumes and cover letters to:

Lisa Norton, HR Manager – lnorton@newfoundationschildren.com or fax resumes to (864) 260-4829

May apply in person and complete application between the hours of 9-5

May apply on our website at www.newfoundationschildren.com

Only qualified individuals being considered will be contacted for an interview.