

INDIAN BOARD OF EDUCATION

PIERRE INDIAN LEARNING CENTER

JOB TITLE DIRECT CARE COUNSELOR/ NIGHT ATTENDANT

DEPARTMENT RESIDENTIAL- CLASSIFIED STAFF SCHEDULE LEVEL 1-2

SUPERVISOR RESIDENTIAL PROGRAM DIRECTOR/WING SUPERVISOR

QUALIFICATIONS: (List minimal requirements, education & experience)

Bachelor's degree preferred; may consider high school diploma or GED and one year experience in working with children in a residential setting or combination of education and experience. Some knowledge of child development and parenting skills. Ability to interact with adults and students. Extend consistency in student supervision and active listening skills. Must have the ability to relate in an effective professional manner. Experience or training in the field of youth services. May be required to hold a valid South Dakota driver's license.

NATIVE AMERICAN PREFERRED.

JOB OBJECTIVES: (Give summary statement of specific area of work).

See representative duties.

NORMAL WORKING SCHEDULE FOR THIS POSITION:

40 hours per week as scheduled.

GENERAL GUIDELINES:

Incumbent will work within the general guidelines set forth in the Policies and Procedures established for the Pierre Indian Learning Center by the Indian Board of Education, under the general direction of the designated official of the Learning Center or his/her authorized representative.

ACCOUNTABILITY:

Incumbent will be directly responsible to the supervisor named above or his/her successor and shall be expected to exercise independent judgement and initiative in regard to work functions.

REPRESENTATIVE DUTIES:

- Works with the children on an individualized basis when necessary and assists the children with their homework, group activities, personal conduct and behavioral problems.
- Is responsible for the students' clothing and other items.
- Responsible for the care, upkeep and maintenance of the living quarters occupied by the youth residents.
- Insures that the students perform their tasks as assigned and supervises in the proper performance of routine household duties. Inspects all assigned work when completed and insures that the work is done properly and everyone does his fair share.
- Supervises student activities as scheduled by the supervisor.
- Provides guidance in the personal appearance and cleanliness of the youth residents. Serves as a positive role model as well as teaches appropriate table manners, courtesy, respect and overall good health habits. Encourages and follows up on daily care of their personal effects while at the Pierre Indian Learning Center.
- Responsible for immediate follow-ups on student incident reports on an individualized basis, and submits accurate and precise reports.
- May on occasion be required to physically manage children through the ages of 6 and 16.
- Must be able to spend extended periods of time standing and walking, and be mobile enough to monitor students and ensure their safety.
- Must be able to lift 20 pounds.
- Will be required to become medication certified and to keep this certification current.
- Will be required to have a valid SD Driver's License.
- Performs other duties as assigned by the supervisor.