



**JOB TITLE**                    **Direct Care Staff**  
**REPORTS TO**                Program Manager  
**FSLA STATUS**              Part Time, Non-Exempt  
**LOCATION**                    Boulder, CO

### **SUMMARY OF POSITION**

Direct Care staff provide 24-hour supervision and daily care for the youth and young adults receiving services and/or living at Attention Homes. Our Direct Care employees play an integral role in providing structure for residents through the use of a cognitive behavioral program including the facilitation of groups, behavior management, building relationships with youth, providing consistency, and supporting life-skills acquisition.

### **RESPONSIBILITIES**

#### **Client Support**

- Create and maintain a safe, supportive living environment.
- Consistently apply program policies through use of established behavior modification plan(s).
- Participate in and facilitate youth groups.
- Employ crisis intervention techniques with program participants as needed.
- Assist in development and implementation of program participant's behavior plan(s).
- Work with assigned program participant in role of "sponsor" to further assist in providing case management of their file and providing one-on-one communication with the resident regarding placement progress.
- Write placement and discharge summaries as they are due.
- Monitor and record administration of medication.
- Enter program participant's daily information into database, staff communication log and individual resident files including progress toward goals; summary of daily interactions and behavior; groups, events, and contacts.
- Hold program participants consistently accountable for behavior while empowering them to make changes.
- Show and give nurturance and empathy in a non-judgmental manner while maintaining clear professional boundaries.
- Maintain consistent implementation of program expectations.
- Maintain appropriate professional boundaries.
- Facilitate telephone screenings and intake questionnaires.
- Monitor and record progress of school and/or work for program participant.
- Transport participants in agency vehicle to necessary appointments and recreational activities.



- Assist with daily living skills including meals, chores, & organizational skills while maintaining a safe and clean living environment.
- Accurately report behavior in relation to program expectations

### **Team Support**

- Support staff in working from a team approach while making group decisions.
- Attend all staff meetings and trainings as scheduled.
- Accept and act upon feedback from team members and supervisor(s).
- Maintain open communication with resident treatment team, including case workers, probation officers, parents and others involved in residents' case.
- Attend any external trainings as needed and seek out external trainings to promote your own, and the agencies' development.
- Perform other duties as assigned by immediate supervisor.

### **PROFESSIONAL QUALIFICATIONS**

- BA/BS in a Social Science or related field OR 2 years of equivalent work experience.
- Available to work evenings, weekends, overnight shifts; scheduled and emergency short notice shifts.
- Prior experience with homeless and/or vulnerable populations a plus.
- Must pass background check.
- Minimum 21 years of age.
- Attention Homes employees are expected support our mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust.

### **BENEFITS AND COMPENSATION**

Full Time staff (scheduled regularly for 30 hours or more) are eligible for benefits, to include: Health, Dental, Vacation, Sick Leave, Life Insurance, and Long Term Disability. Benefits are offered after a 90 day probationary period. Compensation starts at \$18/hr.

### **TO APPLY**

Email resume and cover letter to [contactAH@attentionhomes.org](mailto:contactAH@attentionhomes.org) subject line: 'Direct Care Staff'

**Attention Homes is a drug-free workplace. Candidates and employees must be able to pass a criminal background check.**

**Attention Homes is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are strategically invested in creating an equitable, diverse and inclusive work environment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color,**



**religion or belief, [...], family or parental status, or any other status protected by the laws or regulations in the locations where we operate.**

### **ABOUT ATTENTION HOMES**

Attention Homes provides housing and supportive services to young people ages 12-24. Through a continuum of care, we move young people from the streets or unsafe living situations into programs that support their education, employment, housing situation, and overall well-being to successfully launch into adulthood. We operate a Residential Care Facility for youth requiring out of home placements; a Runaway and Homeless Shelter including street outreach, a daytime drop-in center and overnight emergency shelter; a Transitional Living Program, and a supportive housing project. We are a not-for-profit organization, registered as a 501(c)3. For more information, visit [www.attentionhomes.org](http://www.attentionhomes.org)

*Last updated: April 21, 2020*