

Position Title: Direct Care Specialist

Compensation Range: starting \$9 per hour

Work Schedule: 4 p.m. to 11 p.m. Monday thru Friday

LTAI Girl's Home Summary:

LTAI is an open residential foster care home that provides services to young ladies ages 13 to 19. LTAI is the only licensed girl's home in Kalamazoo County. We offer many valuable services to assist our residents with transitioning to our open facility and finally on to supported independent living. We provide care in a warm, caring and nurturing environment. Our mission is "empowering families one child at a time."

Major Duties & Responsibilities:

- Supervise and/or assist residents with daily chores, activities, assignments, and homework.
- Transport residents to school, appointments, work, community service/volunteer projects, etc.
- Prepare meals for residents.
- Plan and assist with activities for residents.
- Complete assigned clerical tasks (i.e. typing, filing).
- Distribute medication.
- Enforce all LTAI policies.
- Complete appropriate paper work during your shift (i.e. incident reports, one-on-one reports, electronic communication log, etc.).
- All other duties as assigned.

Direct Care Specialist must attend all monthly staff meetings and trainings; must be able to sympathize with resident's needs and feelings regardless of resident's race, social, ethnic and religious background; must be patient, nurturing and accepting of others.

Minimum Qualifications:

- High School diploma or G.E.D.
- Excellent verbal and written communication skills.
- Familiarity with computer and Internet.
- Valid Michigan driver's license.
- Reliable transportation and telephone.
- Possess strong positive leadership skills, conflict mediation skills, and positive decision-making skills.
- Must possess the social skills to interact positively and objectively with residents, staff and administrators.

Desired Qualifications:

- Prior experience working with teen girls.
- Experience with culturally diverse groups.

To apply or for more information, please call 269-598-8718.