

COTTAGE PARENT I

DESCRIPTION OF WORK

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

Employees serve as cottage leaders or counselors in providing for the physical, emotional, and hygienic care of mentally retarded residents; or they assist in counseling, supervising, and caring for a group of delinquent, blind, or deaf children in a resident unit of a State school. Initial work assignments are received from a higher-level cottage parent, supervisor, or nurse and, upon completion of a training program, specific instructions are given only on non-routine assignments. Work is performed under close supervision and is reviewed and evaluated primarily through observation of activities while in progress.

EXAMPLES OF DUTIES PERFORMED

Bathes, shaves, feeds, and dresses residents; makes beds and changes linens; lift and moves residents.

Performs personal services for the residents or children such as writing letters, assisting with schoolwork, caring for clothing and other personal property.

Administers medications and routine therapeutic treatment as prescribed by medical or nursing staff.

Participates in and supervises the work of children and residents in the cleaning of cottages.

Observes and records the attitudes, habits, and general behavior of each child or resident.

Provides and participates in recreation for children or residents in cottages and in courtyards, with and without assistance from the recreation department.

Protects and conserves property and supplies and safeguards the residents' person and belongings.

Supervises, trains, and assists children in bathing, dressing, bedmaking, personal hygiene, and grooming.

Maintains order and prevents self-injury and escapes.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

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

Ability and willingness to perform a variety of routine resident care and custodial duties.

Ability to understand the problems of handicapped, mentally retarded, and delinquent children and to work effectively with them.

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

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

Ability to maintain routine records and prepare reports.

Minimum Education and Experience

Graduation from high school.