

## COTTAGE PARENT SUPERVISOR I

NATURE OF WORK

This is supervisory work in the care, guidance, and training of handicapped or delinquent children or of mentally retarded residents.

Employees supervise cottage parents in several cottage units of a state school or center and are responsible for all activities in the care, treatment, and general welfare of children assigned to these units. Work may include responsibility for special cottage life programs such as orientation, pre-release, or segregation units. Assignments are received from higher-level supervisors or directors and are performed in accordance with established rules and regulations and standard procedures. Work is reviewed and evaluated by written reports, consultations, and periodic inspections.

ILLUSTRATIVE EXAMPLES OF WORK

Instructs new cottage parents in their duties and the techniques used to secure the confidence and cooperation of delinquent or handicapped children.

Inspects assigned cottages and gives instructions to cottage parents regarding the care of children and equipment, and the performance of housekeeping and custodial duties.

Insures that cottage life records and reports are properly maintained on assigned units; checks requisitions of supplies and equipment.

Counsels regularly with the children having the most difficult and serious problems; resolves behavior problems and difficult situations brought to his attention by subordinate cottage parents.

Gives instructions, makes assignments, and provides supervision to the lower level cottage parents assigned to his units.

Relieves both higher and lower-level cottage life personnel and performs their assigned duties.

Serves as a member of the institutions' placement committee, disciplinary committee, or as a scoutmaster; attends conferences and staff meetings.

Directs a program for newly admitted children or for the children who will soon leave the institution; prepares each child to adjust to institution life; assists each child in returning to his home or community life.

Performs related work as required.

KNOWLEDGES, SKILLS, AND ABILITIES

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

General knowledge of the principles, practices, techniques and methods used in caring for delinquent and handicapped children in a cottage life program.

General knowledge of sanitation, personal hygiene, and common health and safety precautions applicable to cottage life work in an institution for delinquent, deaf, or mentally retarded children.

General knowledge of the rules and regulations pertaining to childcare and custodial work.

Skill in giving medications and basic therapeutic treatment.

Ability to work with and secure the cooperation of handicapped or delinquent children and to maintain an understanding attitude toward them.

Ability to understand the personal and social problems of delinquent and handicapped children.

Ability to supervise and review the work of subordinates and to resolve difficult child care problems.

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

ACCEPTABLE TRAINING AND EXPERIENCE

Graduation from high school and three years experience as a cottage parent; or an equivalent combination of training and experience.

PREPARED BY  
NORTH CAROLINA STATE PERSONNEL DEPARTMENT

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