

COTTAGE PARENT SUPERVISOR II

NATURE OF WORK

This is supervisory work in coordinating cottage life activities in a state institution for handicapped or delinquent children or mentally retarded residents.

Employees supervise all male or female cottages or serve as assistant cottage life directors in centers for the mentally retarded; they supervise specialized cottage units at the reception center for delinquent children; or they coordinate the cottage life program with all student activities at the state schools for deaf and blind children. Work includes responsibility for in-service training of lower level cottage life personnel. Assignments are received from a cottage life director or dean of students and are performed in accordance with established rules and regulations and standard procedures. Work is reviewed and evaluated through written reports, consultations, and periodic inspections.

ILLUSTRATIVE EXAMPLES OF WORK

Makes rounds of inspections, reviews cottage life reports and practices, and gives instructions to subordinates regarding the care and treatment of residents.

Inspects cottages for cleanliness, sanitation, and safety conditions and gives instructions to employees responsible for maintaining these standards.

Assigns personnel to various cottages depending on the condition and number of residents and the availability of personnel; prepares monthly time schedules for employees.

Processes requisitions for supplies and equipment needed; checks areas for needed repairs, and recommends measures necessary to maintain buildings in good condition.

Makes daily report of treatments, medication, transfers, admissions, probations, visitors and other related information to the cottage life director.

Conducts periodic meetings with subordinate personnel to resolve problems related to cottage life; confers with cottage life director and medical staff concerning the treatment and care of individual residents.

Notifies parents of clothing or other needs of individual children; assists in collecting and purchasing clothing for needy children.

Counsels with children who have difficulty problems; counsels with parents concerning problems, progress, needs, and general welfare of individual children.

Interviews prospective cottage life personnel and discusses prospects with cottage life director or dean of students.

Performs related work as required.

KNOWLEDGES, SKILLS, AND ABILITIES

Considerable knowledge of the principles, practices, techniques and methods used in caring for and training delinquent and handicapped children.

Considerable knowledge of sanitation, personal hygiene, and common health and safety precautions applicable to cottage life work.

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

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

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

Ability to maintain records, prepare reports and schedule the work assignments of lower level personnel.

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

ACCEPTABLE TRAINING AND EXPERIENCE

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

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may be applicable to all positions.