



"Exceeding your training expectations is our goal"

#### AWARDS

Leatherwood Enterprises

2003 Governor's Small Business Award

2003 M.E.D. Week Service Firm of the Year

Leatherwood's Home for Children

2003 Kansas City Top 25 under 25 Award

2003 SBA Success Story

Leatherwood MATTERS

2003 DFS Community Supporter Award

2003 Northeast News Community Betterment Award

#### CERTIFICATIONS

8(a)SDB, HUBZone, SDVOSB, NMSDC, MBE, WBE, IACET

 Contract Holder

## Child Care Worker I

One year of college or equivalent experience working with clients in a residential group setting. Must be at least 18 years of age. Reports directly to the shift supervisor.

### Responsibilities

- 1 Take the initiative to perform all activities necessary to attain established goals.
- 2 Listens & responds appropriately to various clients needs.
- 3 Maintain, create a professional impression.

### Duties

- 1 To ensure adequate supervision of clients when clients are at facility.
- 2 Supervision, protection and care of children individually and in groups at all times.
- 3 Assistance to each child in working with a group and in handling individual problems.
- 4 Develop effective and meaningful relationships with children.
- 5 Work effectively and cooperatively with staff.
- 6 Participates in primary crisis prevention and/or crisis intervention.
- 7 Assists in resolving group or individual conflicts.
- 8 Assists in school and/or learning programs.
- 9 Attend ongoing staff training.



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GSA Contract Holder

## CHILD CARE WORKER II

Two years of college (with courses in psychology, sociology, social worker, or corrections), or two years of experience working with clients in a residential group setting. Must be at least 21 years of age. Good driving record and valid driver's license. Reports directly to the Shift Supervisor.

### Responsibilities

- 1 Take the initiative to perform all activities necessary to attain established goals.
- 2 Listens & responds appropriately to various clients needs.
- 3 Maintain and create a professional impression as demonstrated by physical appearance, maintenance of permanent equipment & promotional materials, and the use of appropriate verbal skills.
- 4 Continually enhances ability to work as a member of Leatherwood staff.

### Duties

- 1 Ensure adequate supervision of Leatherwood youth.
- 2 Keep a current telephone/pager number of the Program Director.
- 3 Supervision, protection and care of children individually and in group at all times.
- 4 Assistance to each child in working with a group and in handling individual problems.
- 5 Administer discipline and set limits for behavior.
- 6 Notation of the child's progress; identification of the possible need fo professional services; and communication of such findings to professional staff.
- 7 Develop effective and meaningful relationships with children.
- 8 Work effectively and cooperatively with staff and administration.
- 9 Relate whenever possible on a one-to-one basis with children, bringing "good feelings and actions" appropriate for his/her age.
- 10 Transport clients to from school, doctor and dental appointments.
- 11 Assists in resolving group or individual conflicts.
- 12 Participate in primary crisis prevention and/or crisis intervention.
- 13 Assists in school and/or learning programs.
- 14 Attend ongoing staff training.



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## Nurse

**CONSULTANT.** Registered Nurse. May be a volunteer. Must hold a current license issued by the State and meet all requirements for his/her profession. Reports to the Program Administrator.

### RESPONSIBILITIES

- 1 Provide staff training as needed.
- 2 Follow all policies & procedures of facility.
- 3 Provide clinical consultation to Leatherwood youth as needed.
- 4 Remain "on call".
- 5 Monthly physical assessment of Leatherwood youth.

### DUTIES

- 1 Ensure youth immunizations are up to date.
- 2 Monthly signature on accuracy of Medication Book.
- 3 Maintain medications:
  - Destroy expired medication
  - Destroy discontinued medication
- 4 Supervise correct maintenance of child health records:
  - Accurate medication history of child;
  - Correct documentation of medications administered;
  - Accurate record of child refusal to take medication(s).

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## Social Worker

**CONSULTANT.** May be a volunteer. MS degree in Social Work or other Behavioral Science preferred. Licensed by the State to deliver therapy and supervision services as an LCSW. A minimum of two years previous experience working in a community agency providing counseling to children, adults, and families. Knowledge and experience working with seriously emotionally disturbed youth. Experience working with family therapy. Strong clinical and supervisory skills. Reports directly to the Assistant program Director.

### Responsibilities

- 1 Take the initiative to perform all activities necessary to attain established goals.
- 2 Listen and responds appropriately to various customer (both internal and external) needs.
- 3 Continually enhances ability to work well with others.
- 4 Maintain, create a professional impression as demonstrated by physical appearance, maintenance of permanent equipment and promotional materials, and the use of appropriate verbal skills.

### Duties

1. As a consultant, perform intake studies and needs services plan as needed.
2. Complete discharge plans as needed.
3. Provide individual and group clinical supervision to all counseling staff.
4. Perform co therapy with counseling staff as part of training.
5. Participate in community outreach and resource development.
6. Prepare quarterly treatment plans.