The Children's Home of Wheeling, Inc.

Job Description

JOB TITLE: Fine Arts Program Coordinator

REPORTS TO: Assistant Executive Director ⭢ Executive Director

DEPARTMENT: Residential

PREPARED: 06/05

REVISED: 10/06, 06/08, 01/09, 09/11, 04/17, 11/20

PAY SCALE:

**ORGANIZATION MISSION STATEMENT:** The mission of The Children’s Home of Wheeling, Inc. is to provide a temporary home, behavioral health treatment, and quality of life programming for abused, neglected, and troubled male youth from throughout the state of West Virginia.

**POSITION MISSION STATEMENT:** I am committed to ensuring the delivery of quality services to children and their families that challenge healthy growth and the improvement of family life. I am committed to advocacy for children and families within our organization and community. I am committed to sharing the world of art with the children served by The Children’s Home of Wheeling through providing instruction, field trips, cultural education experiences, and coordinating resources to be aligned to the children’s aesthetic interests and needs.

**MAJOR GOAL:** To effectively implement the fine arts program and provide art instruction to youth who have been admitted to the facility.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.**

**Other duties may be assigned.**

1. **To implement the program, policies, procedures and individualized treatment plans for youth placed in the residential treatment program as relates to art instruction and cultural experiences.**
   1. Provide Fine Arts Program Coordination services within the residential program as determined by the children’s individual service plans and the residential activities program.
   2. Work with residents to provide specialized instruction in a variety of artistic forms, including air-dry clay, acrylics, watercolors, sketch, etc.
   3. Ensure materials are available for each class participant.
   4. Create lesson plans.
   5. Instruct residents on proper usage of materials and equipment, including the printing press and the airbrush.
   6. Coordinate art shows within the community to showcase artistic works of the youth.
   7. Assist with preparation and creation of “Life Books” for each resident.
2. **Implementing the Residential Treatment program by:**
   1. Providing the highest level of care and supervision according to the organization’s guidelines.
   2. Strive to create a therapeutic milieu: an environment marked by warmth, empathy and respect
   3. Provide supportive counseling as needed.
   4. Implementing Individualized Service Plans.
   5. Participate in the implementation, and evaluation of behavior management policies and procedures; this includes the knowledge and timely use of crisis intervention technique, and the completion of required reports
   6. Observe and monitor client behaviors and hold residents accountable using the established agency interventions
   7. Demonstrate knowledge of and timely use of non-violent, physical crisis intervention techniques to physically manage residents who are in danger of harming themselves or others
   8. Provide a stable, positive role model for residents; be able to assume an authoritative, parental role, while maintaining a primary helping relationship with residents.
   9. Respect others and understand their needs and feelings regardless of race, social, ethnic and religious background; have an attitude and aptitude for providing nurturance, being patient, and accepting others.
   10. Implementing Behavior Management Protocols
   11. Demonstrating emotional maturity to deal with youth in care.
   12. Facilitating supportive counseling groups and documentation of such.
   13. Teaching daily living skills by modeling and through supportive counseling.
   14. Providing opportunities for youth to learn self-control and appropriate decision making.
   15. Safely performing hands on physical interventions using NCI proved techniques.
   16. Actively encourage and participate in spontaneous leisure activities, planned outdoor and indoor recreation.
   17. Distribute medications at prescribed intervals as assigned.
   18. Assisting and monitoring homework assignments and/ or educational projects.
   19. Monitoring and instructing youth in diet and food consumption.
   20. Ensure residents have adequate clothing and personal supplies; monitor, purchase and distribute these items as assigned.
   21. Safely transporting youth in the organization’s vehicles to appointments, activities, work, and meetings as needed.
   22. Maintain neat, accurate records and reports of all activities carried out in the management of the residential program.
   23. Access locked areas as needed to provide for the safety and security of residents
   24. Provide immediate basic first aid and consult medical personnel, if necessary, for any injuries sustained.
   25. Support the maintenance of a clean, orderly home; supervise and participate with residents in completing assigned duties and meeting defined housekeeping standards.
   26. Report all personal and physical property damage to appropriate administrative personnel using established reports and procedures.
3. **Develop a therapeutic environment that will enhance teamwork, quality of program, consistency with youth, and the quality of the work environment for staff by:**
   1. Working as colleagues with behavior management, therapy, case management, education, childcare, vocational, medical, and supervisory staff to enhance the youth’s total therapeutic treatment.
   2. Be familiar and support the various roles of each staff member including treatment, support and administrative personnel.
   3. Actively participate in team meetings to provide input on youth’s progress.
   4. Supporting and encouraging teamwork by offering constructive feedback and effective critique of team members.
   5. Be sensitive to the ideas, needs and feelings of others; support, encourage and give feedback to other team members on an ongoing basis.
   6. Assisting in team building through loyalty and support of team process.
   7. Maintaining a clean, safe, and positive environment in order to create a therapeutic climate.
   8. Actively participating in the milieu and in therapeutic groups with the children.
   9. Being sensitive to the developmental age versus the chronological age of a child with FAS, ARND, and other developmental disabilities.
4. **Assist in the implementation of the organization’s mission, goals, and objectives by:**
   1. Accurately documenting necessary reports required by the organization, licensing standards, State, and Federal Law.
   2. Observe professional confidentiality at all times; protect the rights of the residents and their families and abide within the guidelines of the agency confidentiality policy.
   3. Exhibiting personal and professional ethics, attitudes and value systems, which enhance service delivery to youth.
   4. Knowing state licensing and accreditation requirements as they pertain to delivery of services to youth.
   5. Utilizing the organization’s mission as the guiding force in all decision making and demonstrating our core values in every interaction with external and internal customers.
   6. Exhibiting a professional attitude and commitment to the organization and its customers by maintaining expected level of attendance, and reporting to work and meetings on time.

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| ACADEMIC REQUIREMENTS |
| Minimum of a High School diploma or equivalent required. |

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| CREDENTIALS REQUIRED |
| Current Driver’s license. |

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| ADDITIONAL QUALIFICATIONS |
| 1. A degree in art education, degree in art with a teaching certificate, or an established career as juried artist. 2. One year of experience teaching art to children. 3. A clear perception of this role as an advocacy function that ensures the children’s right to fair and adequate support and treatment. 4. Emotional stability to handle groups of children in a professional, non-aggressive, non-violent manner 5. Ability to assist in the physical restraint youth between the ages of 12 and 18. 6. Ability to integrate ethnic/cultural awareness and competency into practice with the populations served. 7. Must be at least 20 years of age. |

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| EXPERIENCE |
| 1. Ability to read and write. 2. Ability to maintain a flexible work schedule. 3. Emotion stability to handle groups of children in a professional, non-aggressive, and non-violent manner. 4. Ability to meet the hiring requirement for The Children's Home of Wheeling according to policies and procedures including the passive restraint system NCI. 5. Ability to maintain an atmosphere of mutual confidence, leadership and trust. 6. Excellent organization and time management skills. 7. Excellent oral and written documentation skills. 8. Ability to utilize computer in word processing, data entry and retrieval. 9. Ability to meet the hiring requirements of the WV DHHR licensing division regarding background checks. 10. Ability to recognize and value each other’s diversity and to treat all individuals with dignity, respect, and cultural competence. 11. Experience with youth with behavioral issues, histories of abuse and neglect, Fetal Alcohol Spectrum Disorder, or other development disorders preferred. |

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| **GENERAL EDUCATION** | | | | |
|  | 1-33% | 34-66% | 67%+ | Description |
| 1. Reasoning |  |  | X |  |
| 2. Mathematics | X |  |  |  |
| 3. Language |  |  | X |  |

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| APTITUDES | | | | |
|  | 1-33% | 34-66% | 67%+ | Description |
| 1. Intelligence |  |  | X |  |
| 2. Verbal |  |  | X |  |
| 3. Numeric | X |  |  |  |
| 4. Spatial perception |  | X |  |  |
| 5. Form perception |  | X |  |  |
| 6. Clerical perception |  | X |  |  |
| 7. Motor Coordination |  | X |  |  |
| 8. Finger Dexterity |  | X |  |  |
| 9. Manual dexterity |  | X |  |  |
| 10. Eye, Hand and Foot coordination |  | X |  |  |
| 11. Color discrimination |  | X |  |  |

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| TEMPERAMENTS | | | | |
|  | 1-33% | 34-66% | 67%+ | Description |
| 1. Working alone | X |  |  |  |
| 2. Directing others | X |  |  |  |
| 3. Expressing personal feelings |  | X |  |  |
| 4. Influencing people |  | X |  |  |
| 5. Making judgments |  | X |  |  |
| 6. Performing repetitive work |  | X |  |  |
| 7. Performing under stress |  |  | X |  |
| 8. Attaining tolerances |  |  | X |  |
| 9. Working under instructions |  |  | X |  |
| 10. Performing a variety of duties |  |  | X |  |

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| **PHYSICAL DEMANDS** | | | | |
|  | 1-33% | 34-66% | 67%+ | Description |
| 1. Strength |  | X |  |  |
| 2. Standing |  | X |  |  |
| 3. Walking | X |  |  |  |
| 4. Sitting | X |  |  |  |
| 5. Lifting |  | X |  |  |
| Under 10 lbs. |  |  |  | X |
| 10 to 25 lbs. |  | X |  |  |
| 26 to 60 lbs. |  | X |  |  |
| 61 to 75 lbs. |  | X |  |  |
| 76 to 100 lbs. |  | X |  |  |
| Over 100 lbs. |  |  |  |  |
| 6. Carrying |  | X |  |  |
| Under 10 lbs. |  |  |  | X |
| 10 to 25 lbs. |  | X |  |  |
| 26 to 60 lbs. |  | X |  |  |
| 61 to 75 lbs. |  | X |  |  |
| 76 to 100 lbs. |  | X |  |  |
| Over 100 lbs. |  | X |  |  |
| 7. Stooping | X |  |  |  |
| 8. Kneeling | X |  |  |  |
| 9. Crouching | X |  |  |  |
| 10. Crawling | X |  |  |  |
| 11. Reaching | X |  |  |  |
| 12. Handling |  |  | X |  |
| 13. Fingering |  |  | X |  |
| 14. Feeling | X |  |  |  |
| 15. Talking |  |  | X |  |
| 16. Tasting | X |  |  |  |
| 17. Smelling | X |  |  |  |
| 18. Near acuity |  |  | X |  |
| 19. Far acuity |  |  | X |  |
| 20. Depth perception |  |  | X |  |
| 21. Accommodation |  |  | X |  |
| 22. Color vision |  |  | X |  |
| 23. Field of Vision |  |  | X |  |

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| **RECEIPT AND ACKNOWLEDGMENT** |

I acknowledge and understand that:

* Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
* The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
* Performing other duties that may, from time to time, become necessary for the well-being of the agency and can most effectively be accomplished by the incumbent, acting in the role characterized by this position.
* Job duties, tasks, work hours and work requirements may be changed at any time.
* Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.
* Adherence to the policies set forth in the Personnel Policy Handbook is expected of all employees of The Children's Home of Wheeling and Orchard Park Resources, Inc.
* I have read and understand this job description.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Print Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Representative Name and Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_