



**TEEN CHALLENGE OF ARIZONA  
STATE CORPORATE OFFICE**  
8464 N. Oracle Road  
P.O. Box 5966, Tucson, AZ 85703  
Phone: (520) 292-2273 Fax: (520) 292-2257

**JOB DESCRIPTION:  
SPRINGBOARD HOME FOR YOUTH IN CRISIS  
DIRECT CARE**

Purpose: To provide general oversight of students in program and ensure compliance with DCS Standards in care.

**RELATIONSHIPS**

Supervisor: Center Director / Center Supervisor / Lead Houseparent  
Supervision Exercised: Springboard Students

**RESPONSIBILITIES**

**General:**

- Maintain complete confidentiality and integrity in communication in accordance with Teen Challenge confidentiality policy and DES Standard R6-5-7427
- Attends weekly, monthly and daily meetings with Director and other staff members to report progress and problems with residents
- Cooperate with parents, agencies, caseworkers, probation officers, police officers and field workers involved with Springboard
- Responsible for attending training as directed (R6-5-7433) completing 24 C.E.U.s annually
- Acts as a host to visitors and family members
- Other duties as assigned by the Center Director

**Student Supervision:**

- Provides care, concern, shelter and a homelike atmosphere for students
- Provides ministry and prayer as needed, strictly following Springboard policy in regard to ministry
- Enforce all house / program rules with students
- Oversee operations to ensure general safety of all students and staff (R6-5-7465)
- Administers medication to students closely adhering to Springboard policy and DCS standards
- Oversee and encourages participation of students program activities as outlined on the weekly student activity calendar
- Monitors student phone calls with family and takes notes as necessary on communication
- Oversees laundry process for students
- Responsible for performing "on-call" duties as assigned
- Communicate with Center Director and / or Center Supervisor any problem area with a student
- Seeks to implement behavior change plans as directed by Counselor and/or Director
- Responsible for facilitating intake process with new students as assigned (handbook review and putting away belongings) as well as assisting in student dismissals and completions
- Facilitates searches of students both leaving for visits and returning from visits

**Food Management:**

- Prepares and/or oversees meals according to planned menu and nutritional standards
- Assists in food pickups and processing from local grocery stores/donors, etc., As assigned
- Food management – proper packaging, labeling and storage of food, proper rotation and disposal of food

**Home Management:**

- Maintain cleanliness of residential areas of home, yard and vehicles and oversees daily student chores
- Ensures security of facility nights and holidays

**Administrative:**

- Completes all medication, outing and maintenance log information as required in a timely and complete manner
- Accounts for money spent on their shift through proper keeping of receipts for all purchases
- Responsible for writing shift house notes, and completes staff checklist at the end of each shift
- Notifies and seeks permission for all recreational activities 24 hours in advance
- Assists in maintaining the student file system at Springboard
- Responsible for ensuring compliance with R6-5-7464 by conducting and documenting monthly fire drills
- Responsible for documenting any student grievances (R6-5-7429) and submitting those to Center Supervisor
- Report ANY allegations of abuse immediately to CPS per Child Abuse Reporting Statute ARS 13-3620 and DES Standard R-6-5-7435
- Complete Incident Reports as necessary and forward to Center Director

**REQUIREMENTS****DES Requirements:**

- Must have HS diploma or equivalency and one year experience working with children; or one year post high school education in a program leading to a degree in the field of child welfare or human services.
- Must have at least six months paid child care experience AND at least 3 ½ years of any combination of the following: paid child care or related experience; or post-high school education in social work or a related field (ministry field accepted)
- Maintain CPR/First Aid certifications
- Must have a valid Arizona driver's license
- Must be able to obtain a Level One Fingerprint Clearance Card
- Must be able to pass the Criminal History Self Disclosure Affidavit

**Teen Challenge Requirements:**

- Must be a mature Christian and demonstrate a good example of victorious Christian living before the students
- Excellent skills in working with adolescents and balance of student supervision with assigned tasks
- Excellent organizational skills

With my signature, I state that I have read and understand this Job Description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date