

Alpine Academy

Associate Family Teacher

Reports to: Family Teacher

Status: Hourly

Revised: January 5, 2021

Essential Functions:

The Family Teachers will provide youth with a caring environment in which to grow and learn; model and teach social skills, self-help skills, academic skills, and independent living skills; foster the moral and spiritual development of youth; administer the day-to-day operations of a large family residence; supervise and work with Family Teachers and other professionals in carrying out responsibilities; and maintain confidentiality of youth and program information. The Associate Family Teacher will serve as primary relief for the Family Teacher and complete tasks as assigned by the Family Teacher in order to provide relief and assistance.

Youth Population:

The Family Teacher will be responsible to care for up to 11 teenage girls. This includes seeing that their day to day needs are met in addition to academic, medical and therapeutic requirements. The youth are placed in care by their parents who maintain custody and guardianship over the youth. The youth display behaviors consistent with major depressive disorders, oppositional defiance, developmental delays and other emotionally disruptive conditions. The youth at Alpine Academy struggle with impulse control, emotional control, maintaining relationships, social skills and other behaviors. The parents of the youth are involved in their treatment. You would be an important part of a caring and supportive team to provide the youth with effective treatment.

Specific Duties:

1. Assist Family Teacher in management of home and treatment of youth.
2. Manage the home and all responsibilities as instructed by the Family Teacher during Family Teacher time off, including vacations.
3. Teach youth to engage in appropriate social behavior using the Teaching-Family Model (paid training is provided for full-time employees).
4. Provide a loving, sensitive, and caring environment.
5. Provide supervision and monitoring of youth in care.
6. Schedule doctor and dentist appointments and attend with the youth.
7. Maintain frequent contact with parents as instructed by Family Teacher
8. Provide educational development.
9. Complete paperwork duties as assigned by Family Teacher.
10. Attend to the general cleanliness of the home and Associate Family Teacher living space.
11. Sleep over at least two nights per week or multiple nights in a row when the Family Teacher is on vacation.
12. Attend weekly staff meetings and monthly community meetings.
13. Keep records by ensuring skill cards, incident reports, medication logs, and

allowances

14. Attend monthly training and incidental training as assigned.
15. Help the youth respect their boundaries with the main part of the home and the individuals who reside there.
16. Accept feedback and direction from the Family Teacher and Residential Supervisor.
17. Maintain physical facilities of the home.
18. As directed by the Family Teacher plan and oversee preparation of nutritious meals and snacks that are in line with guidelines from a nutritionist.
19. Attend to all of the physical, emotional, and treatment needs of each individual youth in an ethical and responsible manner.

Requirements of the Job:

1. Ability and desire to work with youth.
2. Must be at least 21 years of age.
3. High School diploma or equivalent education.
4. A valid driver's license with a good driving record.
5. Pass a criminal background check.
6. A concern for youth and a strong desire to work in the human services field.
7. Ability to implement all facets/techniques of the Teaching-Family Model.
8. Ability to model appropriate behaviors.
9. The judgment to work with the children assigned to the home in a mature, responsible manner.
10. Will not hold another job outside of Utah Youth Village.
11. Will have a current Tuberculosis (TB) test.
12. Ability to pass scheduled and/or random drug tests.

Education, Knowledge, Skills, and Abilities required to perform the job:

- Ability to observe and specifically describe youth behaviors.
- Ability to give and accept feedback and implement feedback.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain a flexible schedule.
- Ability to maintain acceptable tolerance levels for inappropriate behaviors.
- Ability to model and teach appropriate social skills, dress codes, language and public behaviors.
- Ability to follow written and oral instructions and to give them to the youth.
- Ability to exhibit emotional control, patience, and persistence in extremely stressful situations.
- Ability to organize, prioritize, and implement work activities independently.
- Ability to make decisions using sound judgment, with information at hand.
- Ability to read, comprehend, and implement materials at a high school level.
- Ability to exhibit loving and caring behaviors.
- Ability to apply knowledge of and to teach self-care, independent living, and academic skills.
- Ability to serve as a role model for youth.
- Ability to operate a computer and computer programs such as a word processor, email, internet and electronic records systems.
- Ability to participate in physical recreation activities such as swimming, hiking, running and basic sports.

Physical Requirements:

- See well enough to read reports, skill cards, monitor youth, drive a vehicle and observe and describe behaviors well enough that a third person who is not present could understand what is being described.
- Hear well enough to converse on the telephone and hear comments mumbled under breath.
- Speak well enough to be easily understood in English when teaching skills, giving feedback, discussing strategies, and conversing on the telephone.
- Physical ability and mobility to track behaviors of youth moving throughout the house or the neighborhood, including over fences into the neighboring fields and at night
- Participate in moderately stressful hiking and camping which would include sleeping on the ground or in tents
- Climb flights of stairs and get into the van.
- Dexterity to write, cook, and help with arts and crafts and games.
- Strength to carry groceries, suitcases, and move furniture.
- Stamina to work eighteen-hour shifts.
- Stamina to drive for up to three continuous hours and ability to drive at night.
- The ability to work under adverse conditions such as constant interruptions, inappropriate behaviors.
- The ability to teach to potential verbal and physical threats from youth which could include the need to physically restrain a youth to prevent injury to the youth or to others.

Candidates are required to:

1. Complete a criminal background check through the State of Utah and Federal Bureau of Investigation
2. Provide a certified copy of their driving record from the Department of Motor Vehicles.
3. Meet the licensing and registration requirements of the State of Utah.
4. Successfully complete the Pre-Service Workshop (Teaching-Family Model).
5. Complete the Predictive Index survey.

This job description is not intended to be a complete and exhaustive statement of the requirements of the job of Associate Family Teachers. It is more representative of what is typical of this job. Because an Associate Family Teacher acts as a youth's guardian and substitute parent it is impossible to describe all of the things that may be involved in this job. Associate Family Teachers may be asked to do other things that are not listed here, as directed by his or her supervisor or as the circumstances may dictate.