

ST. CATHERINE'S ACADEMY
A CATHOLIC SCHOOL WITH A MILITARY TRADITION

JOB DESCRIPTION

Job Title: Resident Care Provider
Department: Military
Reports To: Administrator/Head of School
FLSA Status: Non-Exempt
Supervises Others: No
Term: Summer and Fall positions available

JOB SUMMARY:

Through commitment to Christian advocacy, building community and integration of Dominican charism and military tradition, the Resident Care Provider ("RCP") serves as an educator and spiritual guide for the cadets in the resident program. The RCP oversees a company of cadets during their time in the dormitory, dining room and other areas as needed. The Resident Care Provider treats cadets in the company (and all cadets at the academy) with dignity and understanding and provides equitable and age-appropriate attention and support to promote a positive and successful educational experiences.

ESSENTIAL DUTIES:

- Serves as a role model in action and word for the Academy's mission and beliefs.
- Maintains highest degree of confidentiality in cadet, staff and management matters.
- Uses skill and good judgment to promote the spiritual and physical welfare of cadets in the Company. Follows all safety and security rules and reports concerns immediately.
- Provides courteous and timely assistance to coworkers, cadets, parents and others.
- Is responsive to suggestions for improvement and change.
- Meets time and attendance requirements for the position and uses work hours productively and appropriately. Follows procedures and policies in completing work and making decisions.
- Conserves resources and materials.

JOB RESPONSIBILITIES:

- Treats cadets fairly and impartially. Offers suggestions to better the lives of cadets and works with others at the academy as well as with parents when appropriate assist, counsel and support desirable outcomes.
- Takes care of the physical environment and contributes to the total effectiveness of the Academy environment. Meets with teachers, coaches and others as needed to ensure clarity of cadet schedules. Meets with the Military Department and Administrator/Principal; Meets with individual cadets or the entire company as needed.
- Becomes familiar with each cadet in the company to understand each cadet's background and level of adjustment to academy demands.
- Provides opportunities for the cadets to listen and respond to God via group or individual prayer, special activities during Lent and Advent, readings at Friday and Sunday Mass, or other appropriate activities. Promotes Christian values during dormitory time including mutual respect, charity for others, helpfulness and honesty. Fosters an interest in scripture.
- Provides opportunities to resolve conflict peacefully and to discuss problems and find solutions for them.
- Takes over care of sick cadets in evenings following nurse's instructions and on weekends when on duty.
- Communicates with nurse regarding cadet's health condition in a timely manner.
- Monitors personal hygiene and cleanliness and teaches orderly management of personal belongings, lockers, and common areas. Teaches time management skills.
- Follows the laundry schedule and inspects cadet uniforms and clothes for cleanliness and good repair. Arranges for mending and requests new uniforms when fit or wear require new ones. Ensures dress

uniforms are dry cleaned per schedule and that all special uniform items are clean and ready for dress occasions.

- Supervises at meal times, teaching and requiring good table manners and behavior. Supervises diet and consults with the Nurse as needed for nutrition or other health concerns.
- Ensures cadets complete daily housekeeping chores and teaches housekeeping skills.
- Executes appropriate emergency actions, including evacuations, when called for. Knows the whereabouts of the Company members at all times when in their care.
- Along with other staff members, works with parents to assist cadets having problems with rules or peer relationships. Documents behavioral issues and efforts to achieve successful resolutions according to procedures.
- Manages daily and weekly schedules for the Company. Assigns special Company duties within the dormitory setting.
- Reports dormitory repair requirements to the Plant Manager.
- Follows all legal requirements and guidelines in working with cadets and managing discipline.
- Performs other duties as requested or assigned, including assistance with cadet activities. May extend beyond scheduled shift.

EDUCATION and / or EXPERIENCE:

- High school diploma; some college preferred
- 2 years minimum instruction or residential program experience or equivalent
- Certificate in CPR and First Aid, or ability to obtain one within 60 days from date of hire.

OTHER SKILLS:

- Works well independently and collaboratively with others.
- Employs a wholesome sense of humor and balanced approaches to the work.
- Communicates effectively and sensitively with diverse populations, especially cadets and their parents, and also faculty and administrators.
- Able to compose accurate reports and other original written outputs.
- Able to correctly add, subtract, multiply and divide.

COMPUTER & EQUIPMENT SKILLS:

- Microsoft Word, Excel
- E-mail
- Internet software
- Use typical office equipment (computers, fax, phones, copiers)

REASONING and MENTAL ABILITY:

- Makes sound decisions at all times, including during emergency situations
- Uses critical thinking skills to interpret instructions furnished in written, oral, diagram, or schedule form and to analyze complex documents like contracts and technical directions.
- Able to make sound decisions and set goals based on available information and evaluate situations and requirements to plan work accordingly.
- Able to project likely future occurrences based on current or historic data.

ADDITIONAL:

- Lives in the Company's dormitory whenever Company members are resident. Works evenings and weekends during residency periods. Attends academy functions as appropriate.
- Serves as a mandated reporter of suspected or witnessed child and elder abuse as specified by state and federal laws.

PAY RATE:

\$16.90/hr

Interested individuals should submit a resume to finance@stcatherinesacademy.org with the subject line – Application: Resident Care Provider