Modular C Family Manager Shifts & Duties

 **8:00am-5:00pm Shift**

* Check all rooms and verify youth in the rooms/buildings.
* Review medication folders and youth folders to assure documents are completed with accurate information.
* Participate with youth in Team meetings and meet & greets.
* Coordinate with assigned SW and youth to complete Runaway plans and/or case plans.
* Conduct family finding activities and make referrals and linkages as appropriate.
* Follow up with youth, to assist and administer any morning medication that had not been taken and update medication forms. Administer daytime medication and document information on MAR and narrative forms.
* Follow up with assigned SW/SWS regarding youth school enrollment and/or transportation to school.
* Follow up on emails sent to assigned SW/SWS regarding any identified youth needs.
* Check to assure all youth placements have been entered in to CWS. If not, Facility Manager will enter the placement.
* Check AWOL log, intake log and board, review and send appropriate documents as needed.
* Collaborate with Direct Childcare Worker to assist and direct youth in activities, hygiene, and school assignments.
* Review & Sign LIC 624 documents from previous shift and send updated email with completed form attached to DSS CIR email.
* Complete and review intake paperwork with minors that are brought over to the shelter during the shift.
* Complete documents for youth that AWOL during the shift. Communicate information to facility administrator and assigned SW/SWS.
* Send emails and Teams messages regarding situations and needs.
* Complete summary of what occurred during the shift at the end of the shift to include CPI interventions used to de-escalate and/or redirect situations.
* Update Youth Wellness Reports.
* Update tracking log.
* Complete online training as assigned and required.
* Brief incoming facility manager

 **4:00pm-12:30am Shift**

* Check all rooms and verify youth in the rooms/buildings.
* Review medication folders and medication to check amounts; send emails to CWS Mod-C, SW/SWS if medication is low. Administer medication and document information on MAR and narrative forms.
* Check and review youth folders to assure documents are completed with accurate information from previous shifts.
* Follow up on any reports to FSO and documentation that is needed.
* Send emails to assigned SW/SWS regarding any identified youth needs after reviewing the folders and documents.
* Check AWOL log and board, review, update and send appropriate documents as needed.
* Review & Sign LIC 624 documents from previous shift and send updated email completed form attached to DSS CIR email.
* Complete and review intake paperwork with minors that are brought over to the shelter during the shift.
* Conduct family finding activities and make referrals and linkages as appropriate.
* Complete and/or send Youth Wellness Report for incoming youth.
* Complete documents for youth that AWOL during the shift. Communicate information to on-call SWS.
* Send emails and Teams messages regarding situation and needs.
* Collaborate with Direct Childcare Worker to assist youth with activities, basic needs, and preparation for bedtime.
* Engage and empower youth that have a difficult time resting/sleeping.
* Complete summary of what occurred during the shift at the end of the shift to include CPI interventions used to de-escalate and/or redirect situations.
* Update Youth Wellness Reports.
* Update tracking log.
* Complete online training as assigned and required.
* Distribute and assist youth with the self-administration of PM medication.
* Brief incoming facility manager

 **12:00am – 8:30am Shift**

* Check all rooms and verify youth in the rooms/buildings.
* Collaborate with Direct Childcare Worker to assure general housekeeping and sanitation of common areas and rooms.
* Review medication folders and medication to check amounts; send emails to CWS Mod-C, SW/SWS if medication is low.
* Check to assure all youth placements have been entered in to CWS. If not, Facility Manager will enter the placement.
* Send emails to assigned SW/SWS regarding any identified youth needs after reviewing the folders and documents.
* Check AWOL log and board, review and send appropriate documents as needed.
* Review & Sign LIC 624 documents from previous shift and send updated email completed form attached to DSS CIR email.
* Complete and review intake paperwork with minors that are brought over to the shelter during the shift.
* Complete and/or send Youth Wellness Report for incoming youth.
* Conduct family finding activities and make referrals and linkages as appropriate.
* Complete documents for youth that AWOL during the shift. Communicate information to on-call SWS.
* Send emails and Teams messages regarding situations, needs and summary of what occurred during the shift.
* Engage and empower youth that have a difficult time resting/sleeping.
* Complete online training as assigned and required.
* Awake youth for school and/or encourage youth to awake and begin their day for school.
* Distribute and assist youth with the self-administration of AM medication.
* Brief incoming facility manager