**ESY Summer 2022 Job Descriptions**

ECS OUT OF SCHOOL TIME PROGRAM SUMMER CAMP LOCATIONS:

* Anderson Camp location:  (ESY) John Barry Elementary school, 5900 Race Street 19139
* Finletter Camp location: (ESY) Grover Washington School 201 E. Olney Avenue 19120
* Feltonville Intermediate, and  Feltonville Arts and Sciences, 210 E. Courtland Street 19120
* West Phila. Achievement Charter, 6701 Callowhill St, 19151
* Parklane, 1300 Park Lane Darby, PA 19023

Summer Camp hours Monday-Friday 9:00am-5:00pm at 40 hour locations; 12:00pm-6:00pm at 30 hour locations

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**ESY Behavioral Support Manager – Rate: $26.50 per hour**

**RESPONSIBILITIES**

* Support and perform job duties in accordance with the established mission and values of Episcopal Community Services and Services including ECS’ Behavioral Laws and 2022 Summer Protocol/expectations.
* Provide direct, face-to-face intervention and support to a child or group of children to assist in the child’s development of positive, social, emotional, and behavioral skills.
* Ensures a safe environment, including the implementation of proper procedures, notification of appropriate parties for incidents requiring notification, and ongoing evaluation of the milieu for environmental safety factors.
* Provides crisis support intervention services when needed.
* Develop strengths and capacities of students as well as address challenging behaviors.
* Aid in implementing alternative activities to redirect challenging behaviors in crisis and routine events ensuring the 2022 summer school safety always.
* Provide management, leadership, supervision, and guidance for other Summer ESY Staff members.
* Meet regularly with Site Director and Program Director about program goals, youth, parents, and climate of the summer program.
* Maintain appropriate professional boundaries and adhere to ethical expectations as required.
* Complete, update and maintain incident reports, restraint documentation, behavioral referrals, and other documentation as required.
* Assist ECS Group Supervisors, Group Leaders, Assistant Group Leaders, and all Summer staff with planning and implementing appropriate behavioral goals and objectives as stated on the individualized behavior management plans for students.
* Assist with working with an individual student or group of students in the classroom or in a separate setting removed the classroom
* Assist in determining the readiness of and facilitate a student’s return to his/her regular class.
* Assist in supervising students during arrival, dismissal, lunch, and any off-campus activities, if applicable.
* Demonstrate knowledge of and practice intervention strategies in managing the behavior of students in emotionally stressful and crisis situations.
* Support, de-escalate, and at times restrain highly emotional children
* Ability to collect and maintain behavioral data i.e. charting, graphing, activities logs, etc.
* Perform other related duties as required.

**QUALIFICATIONS**:

* Minimum of two (2) years’ experience working with children with special needs;
* Masters is Preferred; BA Degree Required.

**ESY Autistic Support Specialist – Rate: $23.50**

**RESPONSIBILITIES**

* The Autistic Support Specialist will be responsible for participating in the continued behavioral assessment across the summer program setting
* Autistic Support Specialist will develop interventions for youth in the program and will work with the manager to implement these strategies.
* Work closely with the ESY Behavioral Support Manager and the ESY behavioral team to provide individually designed behavior plans to decrease problem behavior, while increasing adaptive more responses that are appropriate
* Provide behavioral assessment services to individuals in accordance with the behavior management plan
* Work closely with the ESY Manager, Site Director, and Summer OST team in implementing therapeutic interventions and protocols
* Design and implement recreational activities for youth in tandem with the ESY activities coordinator.
* Provide a role model for appropriate social skills using effective approaches along with SEL
* Provide all appropriate documentation set forth by the team and regulations including but not limited to daily progress notes for students to parents
* Develop and adhere to each child's individualized behavior management plans developed by the ESY behavioral team
* Assist and train children in all aspects of self- care in order to ensure maximal level of independence when applicable
* Ensure a safe and fun environment for all ESY participants
* Intervene in crisis situations in accordance with established agency summer protocols
* Attend all scheduled staff meetings
* Report all problems or concerns to supervisor or director(s)
* Perform other related duties as required.

 **QUALIFICATIONS**:

* Bachelor's degree in psychology or a closely related field, including but not limited to, sociology, human services, nursing, or social work is required.
* Demonstrated ability to work effectively as part of a team
* Must possess excellent customer interaction, collaboration, and written and verbal communication skills
* Demonstrated basic experience with Microsoft Office applications, specifically Outlook;
* Maintain current certification/recertification of CPR, First Aid, and crisis intervention, in accordance with agency-trained protocols

**ESY Behavioral Support Activities Coordinator – Rate $21.50**

**RESPONSIBILITIES**

* The Activities Coordinator is responsible for working closely with ESY students and providing the necessary support needed throughout the summer
* Develops, creates, and organizes ESY Student alternative and therapeutic activities which should complement activities planned for the summer program
* Manages and creates motivational store/system which align to ECS behavioral protocol
* Maintains an orderly and therapeutic environment for ESY Students
* Monitors students and classrooms regularly
* Shares observations regarding student behaviors and other relevant information
* Seeks supervision and notifies the appropriate staff such as the Site Director and ESY Manager when unusual situations arise
* Assists with the completion of any required paperwork for students
* Orients new ESY students to ECS Summer policies, expectations and daily schedule
* Performs classroom checks according to company policy and documents accordingly
* Performs classroom searches as required
* Conducts educational meetings and programs to student population in a professional and competent manner
* Attends and sits in parent meetings as necessary
* Documents necessary information such incident reports.
* Supports the entire ECS OST staff as needed
* Attends departmental meetings, training and committees as requested
* Completes inventory of various items and restocks forms and handouts related to student orientation and other programs
* Perform other related duties as required.

**​**  **QUALIFICATIONS**:

• Associates or its equivalent and 2 years working with children with special needs

• Ability to prioritize and multitask

• Ability to thrive in a fast-paced environment

• Excellent written and verbal communication skills

**ESY Emotional Support Specialist (4 persons) – Rate: $19.00**

**RESPONSIBILITIES**

* Provide individualized, one-to-one or group support to children/adolescents with behavioral challenges during summer program setting
* Implement behavioral interventions based on behavioral plan goals created by program and additional resources provided for youth.
* Model behavioral interventions to all other mediators of the plan (i.e. parents, teachers, caregivers), to support the transfer of skills.
* Collect daily data and keep documentation of progression of youth in need
* Prompt safe and socially acceptable replacement behaviors in order to build a repertoire of communication, social interaction, and problem solving skills
* Fade prompts appropriately to promote independent use of replacement behaviors.
* Effectively communicate with program leadership and caregivers regarding client progress.
* Collaborate with ESY behavioral team including student, parents and caregivers, outside professionals, and supervisor.
* Maintain and acquire technical knowledge by attending required trainings and weekly supervision.
* Support the family in implementing the behavioral safety plan when necessary.
* Perform other related duties as required.

 **QUALIFICATIONS**:

* High school diploma and 2 years’ experience working with youth
* Eligibility for State Police Criminal Record Check and Child Abuse History Clearance
* FBI clearance is required for individuals

**Asst. Group Sup. Aide Seasonal Summer 2022**

**RESPONSIBILITIES**

The ECS OST Assistant Group Supervisor Aide  assists in implementing daily program activities and supervising youth in the Out-of-School Time Program at designated schools. See location list at the end of this posting.

PRIMARY FUNCTIONS:

* Assist with the planning and implementation of daily program activities in the OST Program.
* Assist with the supervision of participants in the OST Program.
* Supervise children in the OST Program.

 **QUALIFICATIONS**:

* High School Diploma.
* Ability to relate and work with culturally diverse children and families in a helpful and non-judgmental manner.
* Good communication skills, the ability to work independently, as well as with a team.
* Six months experience working with children and/or attending an accredited school to obtain certification (preferred but not required).
* Available Monday-Friday from 3:00pm-6:00pm and 12:00pm-6:00pm on School District of Philadelphia half days.
* Summer Camp availability is Monday-Friday 9:00am-5:00pm at 40 hour locations; 12:00pm-6:00pm at 30 hour locations
* Behavioral and/or mental health experience a plus