

Chapter: Supervision
Subject: Staffing Requirements
Section: Section 8.1
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ODJFS Rule: 5101: 2-9-02
COA Standard: PA-ASE 6.01(d); GLS 15.01; PDS 3.02, 4
Revised: 4/24/20; 11/16/20; 2/1/22

Child care staff shall be on duty providing supervision to youth where two or more youth are congregated to ensure an appropriate level of supervision of all areas of the facility, considering the ages and functioning levels of each youth in care. Child care staff shall provide supervision within sight or sound of the youth pursuant to the level of supervision specified in the youth's service plan and/or program level. A youth may be left alone or unsupervised only in accordance with the service plan and/or program level of that youth.

When youth are present there will be a minimum of one child care staff member for each of NRTC's three identified units (Timber/Tundra, Coyote, and Arctic). During waking hours at NRTC, there will be at least one child care staff person for each six youth. There will be a minimum of one child care staff member for each eight youth during sleeping hours. Staff shall remain alert at all times while on duty and are subject to disciplinary action for failing to abide by the following:

1. Staff must be awake and alert when on the job.
2. Any staff taking prescription medication or over-the-counter medication that contains a warning that the medication may cause drowsiness must report that they are taking such medication to their supervisor prior to beginning their work day.
3. Staff are required to report the observance of another worker sleeping on duty.
4. Staff members at NRTC shall not have overnight guests in the facility.

NRTC has a written work schedule including provisions for use of relief staff and a backup plan for emergency relief staff. All relief child care staff and emergency child care staff shall meet the requirements of rules 5101: 2-5-09 and 5101: 2-9-03 of the Administrative Code.

1. NRTC has a Staff Pattern which is updated as staffing or schedule changes occur.
2. NRTC employs part-time Youth Specialists to serve as relief staff and provide coverage when needed.
3. NRTC has a sufficient number of qualified personnel on-site that can respond to emergency and crisis situations including contract mental health professionals.
4. NRTC has same-gender and cross gender supervision as needed when indicated by individual treatment needs.
5. In the event of an emergency, all supervisory staff shall report to work as assigned by the Director.

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Newly hired child care staff shall be given on-the-job supervision and are not left unsupervised with youth until all of the following requirements have been met:

1. The person has completed the initial orientation required by rule 5101: 2-9-03 of the OAC.
2. The person has completed an additional twenty hours of the first year training required by rule 5101: 2-9-03 of the OAC. This includes universal precautions and self-protection training.
3. The person possesses a current American Red Cross or equivalent first aid and CPR certification. The CPR certification shall be the type applicable to the age and size of the youth able to be served in the facility.
4. The person has been trained and certified in Crisis Prevention Intervention.
5. The person has completed Trauma Informed Care training.

NRTC requires that the facility has received and reviewed the results of the criminal records check required by rule 5101: 2-5-09.1 of the OAC, and ensured that the employee has met the requirements pursuant to paragraph (H) of rule 5101:2-5-09 of the Administrative Code prior to hiring.

Supervisors

Supervisors are responsible for the oversight of daily operations with youth and direct care staff. They serve as the communication liaison between administration and direct care staff. Supervisors are assigned to shifts based on qualifications, understanding of juvenile treatment and behavioral needs. Supervisors receive additional training and resources to be able to support the needs of the staff and the facility. Ratio standards of supervision are established per each shift and additional job duties and functions may be given out depending on the qualifications and experience of the supervisor. Supervisors are required to:

1. Provide regular scheduled supervision of direct care staff
 - a) Ensure that daily scheduled activities and programming take place and youth needs are met
2. Offer flexible support in response to crisis situations or urgent needs
 - a) Delegates workload and duties as sees fit
3. Conduct evaluation and training activities
 - a) Identify shift needs and support learning as needed by conducting shift training or reporting to administration training needs
 - b) Teach, Model and reinforce appropriate behavior and practices
 - c) Provide verbal and written feedback as needed
 - d) Additional training for new employees or those needing additional support in core competencies
4. Promote a supportive environment and recognize staff accomplishments