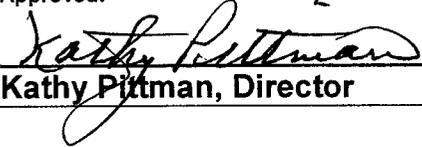


POST DUTIES & RESPONSIBILITIES	
Post: Unit Two: Oakley Training School	Shift: 1st Shift
Effective Date: November 19, 2007	Approved:  Kathy Pittman, Director

All direct care staff (Shift Supervisors, Juvenile Care Workers, and Military Training Instructors) employed by the Mississippi Division of Youth Services (DYS) are directed to comply with all DYS Post Orders. This specific Post Order describes duties and responsibilities for staff to complete and Shift Supervisors to monitor at an assigned Post. This description of duties does not supersede other DYS policies and procedures. Unexpected circumstances do not constitute an exception to following policies and procedures.

Assumption of Post

Direct care staff members shall arrive at the facility in time (at least 15 minutes prior to the beginning of the shift) to receive their Post assignment from the Shift Supervisor. After receiving their assignment, staff members proceed immediately to their Post, complete the pre-shift work and remain present at their Post at the scheduled beginning of the shift.

Prior to relieving the staff going off duty and accepting responsibility for the Post, the on-coming staff person must:

1. Receive a briefing from the staff person(s) going off-duty. This briefing includes information needed by staff during the upcoming shift, such as:
 - changes to DYS policy, procedure and Post Orders
 - youth behavior, youth-at-risk and any needed youth precautions or medical alerts
 - scheduled trips, appointments, activity schedule changes
 - repairs or damage that have been or need to be reported or situations to be corrected
 - unusual events or incidents

The staff persons going off-duty log the information shared with on-coming staff during the briefing in the Cottage logbook. Each staff member assuming a Post must document the log entry regarding the briefing points with their signature, date and time.

2. Review the entries to *Cottage logbook over the previous week, or entries since the on-coming staff person was last on duty. Document the logbook review with signature, date and time.
 - * Staff must maintain the Cottage logbook up-to-date, on time, throughout the shift, as per DYS Policy. Pages may not be removed from a logbook for any reason. Use black ink only in logbooks. If a correction is to be made, draw a single line through the error and initial it. Do not use “White out” or completely mark out anything. Logbooks are to be kept in a neat and orderly manner. Staff make all log entries legible, with signature, date and time.
3. Conduct a face-to-face head count to ensure all youth assigned to the Cottage are present and in good health. Coordinate youth head counts with the Cottage Control Center throughout the shift (at least hourly). Log the head count in the Cottage logbook. Document the head count entry with signature, date and time.
4. Complete a security check and inspection of the Cottage by walking through the Cottage, inspecting all doors (accessible offices, storage areas, etc.), windows, locks, and related security devices. The purpose of the inspection of the Cottage locks, security devices and life safety equipment is to ensure all equipment is operating properly and that sanitation problems do pass from shift to shift. Log any problems identified in the Cottage logbook and report it to the Shift Supervisor, immediately. Complete a maintenance request form for any broken or inoperable equipment, as required. Log the completion of the security check and Cottage inspection, as well as any action taken, in the Cottage logbook. Document the check and inspection in the Cottage logbook. Document the log entry with signature, date and time.
5. Account for all Cottage keys. Count the keys with the staff going off-duty as a method to receive the keys from the person going off-duty. Keep assigned Cottage keys in personal possession, at all times. Do not put keys down. Do not hang keys on clothing or a belt without a safety clip. Notify the Shift Supervisor immediately if a key is lost, missing or broken. Log the key count in the Cottage logbook. Document the key count with signature, date and time.
6. Log that shift change has taken place and the names of staff on Cottage Post in the Cottage logbook. All staff coming on-duty document the shift change entry with signature, date and time.

General Duties

Staff members complete the Post Order duties, i.e. youth supervision and care, log entries, tracking sheets and file work, while remaining in the Cottage day room. One staff member may temporarily conduct duties from the Cottage Control Center only when two staff members are on duty and present in the Cottage. Duties performed in the Cottage Control Center are to be limited to those that do not relate to direct supervision and care of youth. Staff may not perform general Post order duties from the Cottage Control Center.

During the duration of this Post assignment, the staff person shall perform the following duties:

11/19/2007	Post Order Attachment- Unit Two 1 st Shift	Oakley (OTS)	Policy X.1
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- Ensure personal knowledge of current DYS policy, procedure and post orders, which may be found at the following address: http://www.mdhs.state.ms.us/dys_policy.htm. By signing and dating the shift briefing logbook entry each staff is documenting their knowledge of current DYS policy, procedure and post order of what is required to fulfill Post duties. If a staff member needs greater knowledge of requirements needed to fulfill Post duties, complete a policy review. A policy review includes accessing the DYS web site, finding the relevant or most recent versions of policies and procedures and reading them for understanding. Any staff member who completes a policy review should log the policy review in the Cottage's logbook. Document the log entry in the Cottage logbook with signature, date and time.

Staff may keep paper copies of policies and procedures in the Cottage. Paper copies are "unofficial" documents, and may not be the most current, official version. Official policies and procedures are those on the DYS website.

- Maintain an up-to-the minute account of the Cottage schedule and Cottage activities throughout the shift in the Cottage logbook. Document all log entries with signature, date and time.
- Provide a professional level of supervision and care, direction and support to youth, through line-of-sight observation and instruction during their daily activities. Observe and interact with the youth assigned to the Cottage, at all times; investigating any unusual situation. Act proactively to prevent incidents from occurring. Log all unusual activities, any observed unusual behavior, movements, incidents, and injuries in the Cottage logbook. Document any observations in the Cottage logbook. Document the entry with signature, date and time.
- Organize and implement a thorough Cottage clean-up i.e. Cottage day room, sleeping rooms, beds, personal belongings, windows, walls, floors, and shower-toilet area. Inspect youth work. Afterward, conduct periodic room checks, ensuring rooms are clean with proper beds; personal belongings are stored; windows are not covered; walls are free of graffiti or markings; and that no other sanitation or cleanliness problems exist. Take corrective action as needed. Log the clean-up activities that take place in the Cottage logbook. Log an evaluative comment on how youth performed during the activity. Document the clean-up with signature, date and time.
- Conduct random head counts within a 15-minute period on each youth and record the count and count time accurately on the appropriate forms. Log the head counts in the Cottage logbook. Document the count with signature, date and time.
- Administer the youth Point System ensuring appropriate rewards and consequences, consistent with policy XIII.10: Behavior Modification.
- Enter youth-related data into the automated Case Management System.

- Communicate with other staff as appropriate using the DYS radio, telephone, and/or computer. Personal cell phones and communication devices may not be present in the Cottage.
- Any time the Nurse is distributing medication in the Cottage, assign youth to their rooms with the doors open or to some other group area separate from where the Nurse is working. Organize youth to ensure only one person at a time visits with the nurse. Assist the nurse by ensuring proper security practices. Log the medication activities that take place in the Cottage logbook. Log an evaluative comment on how youth performed during the activity. Document the medication entry with signature, date and time.
- Provide supervision, care and oversight to youth during out-of-Cottage activities, including school, treatment services, meals and clinic. Comply with School and any other specialized area Post Order, when assigned.
- Report all unusual and serious incidents to the shift supervisor. Complete an Incident Report form, per policy VII.2: Incident Reporting. Log any incidents in the Cottage logbook. Document the entry with signature, date and time.
- Participate in emergency drills; and conduct fire evacuation and weather emergency safety responses. Log any drills in the Cottage logbook. Log an evaluative comment on how youth performed during the activity. Document the entry with signature, date and time.
- Inspect the caustic/toxic material cabinet at the beginning and end of each shift. Inventory the cabinet once during each shift, as per DYS Policy VIII.1: Inventory and Control of Hazardous, Caustic and Toxic Materials. Throughout the shift, keep the caustic/toxic material cabinet and all cleaning supplies locked, except when distributing or storing materials. Complete the toxic and caustics materials "Inventory Sheet" as required by the policy. Log each cabinet inspection in the Cottage logbook. Document the log entry with signature and date.
- Search the entire Cottage thoroughly for contraband during each shift. Log the completion of the searches in the Cottage logbook. Document the log entries with signature, date and time. Report the discovery of weapons, drugs, or evidence of criminal activity immediately to the Shift Supervisor, taking care to preserve any evidence. Complete an Incident Report and submit it to the Shift Supervisor prior to the end of the shift.
- Constantly ensure against youth idleness. Lead activities that promote youth learning, cooperation and growth in pro-social skills according to the Cottage Schedule. Log each activity in the Cottage logbook. Log an evaluative comment on how youth performed during the activity. Document the log entry with signature, date and time.
- Supervise and interact with youth during Cottage activities, as scheduled.
- Plan and implement activities on non-school days.

- Assist in the counseling, recreational and educational activities conducted within the Cottage, as requested. Log each activity in the Cottage logbook. Log an evaluative comment on how youth performed during the activity. Document the log entry with signature, date and time.
- Remain on-Post unless relieved for a break by a Shift Supervisor. Only the Shift Supervisor may authorize temporary relief from a Post for a break. Any time a staff member is relieved of their Post even temporarily, log it in the Cottage logbook. Document the log entry with signature, date and time.
- Close and lock all Cottage doors to empty rooms in order to maintain line-of-sight supervision. If placing an individual youth on Room Restriction for behavior reasons (authorized to occur for no more than 59 minutes, as per DYS Policy VII.9: Youth Discipline) i.e. youths' behavior is beyond the control of staff, the room door is closed and unlocked. In the event a youth is in Room Restriction beyond 15 minutes, complete an Incident Report, log the action in the Cottage logbook. Document the log entry with signature, date and time.
- Complete out-of Cottage tasks, within the prescribed timeframe, as assigned by the Shift Supervisor. Log an evaluative comment on how youth performed during the activity.
- Supervise youth at all times.
- Implement activities on the Cottage Schedule.
- Accompany the youth when they leave the cottage for any reason (if one or more youth remain in the cottage, one staff person will remain in the Cottage day room, and the second staff person will escort, accompany and supervise the youth while they are outside the cottage).

Youth Movement

- Coordinate all youth movement in and out of the Cottage and all other areas with the Cottage Control Center. List each youth leaving the Cottage in the Cottage logbook indicating time, purpose of the movement and destination. Leave space in the logbook entry for the return time. Upon return to the Cottage, the time returned is added to the exit log entry. Document the entries with signature, date and time.
- Escort and supervise youth during any movement outside the Cottage. When there are two (2) direct care staff present during a group movement, one (1) direct care staff is to walk at the rear of the line and the second on the opposite side of the line at the midway point. When only one (1) staff is escorting, the correct position is at the rear of group. Individual staff escort one (1) youth within arm distance.
- Ensure youth comply with the dress code. Inspect youth's attire before any movement out of the Cottage. Although it is the 1st shift responsibility to ensure youth are dressed with

clean and proper clothing to begin each day, all staff ensure compliance with the “dress code” throughout each day and particularly before exiting the Cottage.

- Before entering the Cottage from any area, youth are to be thoroughly pat searched.
- Count all youth when exiting and reentering the Cottage or any building. Do not rely on any youth "sound off" counts, but rather visually count each youth and account for any youth missing or excused. Log all counts in the Cottage log book and document the entry with signature, date and time.
- Ensure youth remain in line during group movement outside the Cottage, and that there is no talking or horse playing while during movement from one area to another. Keep moving lines of youth tight, within one arm distance of one another at all times during movements.
- Comply with all Department, Division, and facility policies, procedures and post orders.

Scheduled Activities

The staff person will complete following activities daily during the assigned shift, **as per the posted Cottage Schedule:**

- “Lights On”. Wake youth (6:15 am) organize and supervise morning grooming, the Cottage clean-up, and clean and straighten-up rooms (6:20 am-6:50 am).
- Organize and supervise linen exchange (i.e. sheets, blankets) Tuesday and Friday (6:20 am-6:50 am). Complete a Laundry Sheet, name of living Cottage, count of items. The Security Patrol transports the linen and laundry to the Laundry by 10:00 am).
- Organize and supervise collection and tally of towels; as well, collect any dirty clothing not collected on the prior shift, daily (6:20 am-6:50 am). Complete Laundry Sheet begun by previous shift and ensure accuracy of laundry count. The Security Patrol transports the linen and laundry to the Laundry by 10:00 am).
- Inspect the rooms and all common areas; get discrepancies corrected before youth leave for school (7:00 am-7:30 am).
- Escort and accompany the youth to the cafeteria and monitor youth behavior during breakfast (6:45 am-7:45 am).
- Escort and accompany the youth for medication administration (6:45 am-7:45 am, 12:00 pm-1:00 pm) at the clinic on 1st and 3rd shift and On the 2nd shift, nurses administer medication in the Cottages.
- Escort and accompany the youth to school and remain with them during the time the youth are in class. Take the Housing Unit Logbook to be checked-in at designated area within the school. Assume a school Post as assigned (7:45 am - 3:30 pm).

End of Shift

The staff person will remain on post until relieved. During the thirty minutes before shift change, the following activities should be completed:

- Inspect the Cottage. Correct any unsanitary conditions or damaged property. Enter any corrective action or continuing problems in the Cottage logbook. Account for all youth, visually to identify any injuries or unusual behavior. Log the visual check of youth in the Cottage logbook. Document the log entries with signature, date and time.
- Provide the on-coming staff with a thorough briefing, i.e. updates the oncoming shift person concerning key events that have taken place, items to be aware of during the upcoming shift, etc (See top of this Post Order) .
- Log the briefing information shared with the on-coming staff. Document the entry with signature, date and time. Each on-coming staff member documents the briefing log entry with their signature, date and time.
- Once the briefing has taken place, contact the Shift Supervisor for authorization to complete the shift change. **Shift Relief takes place only with Shift Supervisor authorization.**