

APPENDIX 510

RESIDENTIAL PARENT AND/OR GUARDIAN/CHILD PROGRAM STAFFING

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Funding

For information on the rules governing the reimbursement of contract costs associated with CDC work, see Exhibit 5-7.

Staff Coverage

1. Develop a staffing plan for the residential parent and/or guardian/child program that takes into account the configuration of the housing facilities and the unique needs and problems of parents and/or guardians/children in a residential setting.
2. Ensure that staff coverage is sufficient to maintain the safety and security of the students and their children.

Staff Qualifications

1. Hire only counselors and residential advisors/residential counselors who meet at least the minimum qualification requirements established in Chapter 5, Exhibit 5-3 (Minimum Staff Qualifications).
2. Ensure that staff assigned to the residential parent and/or guardian/child dormitory do not accept responsibility for care or supervision of students' children.
3. Conduct a background check prior to employment to ensure staff assigned to the RPC do not have a history of, conviction of, admission to, or evidence of acts of child abuse, molestation, or neglect. In states that have set up systems for background checks on persons applying for positions working with children, the background check must include fingerprinting. All references must be checked prior to employment.

Staff Training

1. Provide staff training in accordance with Chapter 5, Exhibit 5-4 (Required Staff Training).
2. Ensure all staff assigned to the RPC program have successfully completed a beginning first aid course and CPR, including infant/child CPR.
3. Ensure all RPC dormitory staff receive training on identification of child abuse and responsibility and procedures for reporting instances of child abuse.