

Policies and Procedures Manual

Established April 2021



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PART 1 - INTRODUCTION

1.1 Background History

Kaylyn's House of Joy, Inc. received its name from Kaylyn Gaither. The late daughter of Kathy Malone, Kaylyn's House of Joy's CEO and Founder. She wanted her daughter's softhearted and giving spirit for struggling young girls to live on.

Kaylyn was the funny, kind-hearted girl, who would yell with a huge smile "Hey! How you doing!?" to anyone she made eye contact with. Although she was family-oriented, her compassionate, free-spirited girl chose to associate herself with "the streets." her caused her to meet so many teen girls who was suffering from abuse, human trafficking, homelessness, drug addictions, unplanned pregnancies, teen motherhood, and more. Many times she would come home to her mother and ask "Hey Mom, can she stay here until her Mom gets out of jail?" or "Hey Mom, can she come here to take a shower? Its been days." She would literally give these young girls the clothes off her back.

Kaylyn's untimely passing, at the tender age of 20, did not only devastate her family, but the many "at risk" young girls that crossed her path. Who would house them for the night, who would feed them, who would protect them from abuse? Knowing her daughters impact, Kathy Malone decided to ensure that her daughters' spirit and compassion lived on. She decided that at Kaylyn's House for "at risk" teen girls the answer will always be, "YES! You can stay until..." You can stay until you find a safe home, you can stay until you get your education, you can stay until you become independent- Kaylyn's House of Joy will be here for YOU!!!

In 2019, with the help of a strong, dedicated group of professional women, Kaylyn's House of Joy, Inc.'s non-profit was formed. We as women have all united to fight for all teen girls rights to transition into adulthood safely and with the resources to survive. We believe that all teen girls and young women have the power to achieve independence if they only had a little support UNTIL... The word "Until" means that life is going to change and things are about to transition. KHJ's President, VP, Board of Executive Directors, Staff, Volunteers, and donors understand how hard it is for teen girls and young women in society, especially women of color and/or poverty. Thus creating our purpose: "To put the JOY in the Journey of young ladies , by supporting them until..."

1.2 Mission Statement

The Kaylyn's House of Joy is a non-profit organization dedicated to providing a safe living environment while preparing teen girls for adulthood and self-sufficiency.

1.3 Philosophy

- The Kaylyn's House of Joy promotes Educational Achievement, Emotional Stability, Vocational Skills, and Healthy Hobbies to create a strong foundation for a successful growth into adulthood.
- The Kaylyn's House of Joy believes that all young girls can grow to become great women granted they have the right support from a loving home, with consistent, tangible mentors and role models.

1.4 Goals

The Kaylyn's House of Joy was established primarily to meet the needs of teen girls in Kentucky with difficult situations. KHJ therefore has established primary and annual goals so as to meet their purpose.

■ Primary goals

- Maintain a family type setting where teen can develop emotionally sound and secure.
- Promote independent living through facilitating life skills programs, housing, educational attainment, employment, health, money management, and substance abuse.
- Provide teen with increased capacity for meaningful relationships with peers, family and adults.
- To maintain a healthy working relationship with the local community and to establish and maintain linkages and collaborative with other private and public agencies in order to enhance the quality of service provided by KHJ.
- Establish and maintain an array of quality assessment, treatment, counseling and social work service to meet the need of each teen, regardless of age or behavior.
- Establish and maintain a system to continually improve the skill, knowledge, morale and efficacy of KHJ staff.

■ Annuals goals

On an annual basis, the KHJ staff and Board of Executive Directors independently establish annual goals and objectives. These goals and objectives are then routinely

evaluated throughout the year and serve as a basis for measuring KHJ's performance.

These goals are generally categorized as:

- a. Teen related
- b. Staff related
- c. Social services related
- d. Facility related

1.5 The Board of Executive Directors and Its role

A. Mission Statement

The Board of Executive Directors of Kaylyn's House is committed to the teen girls of Kentucky and its capacity of oversight to ensure that every teen in Kaylyn's House of Joy by reason of abandonment, neglect, abuse or exploitation is provided with care, protection and that their safety and security needs are met regardless of their social status.

B. Membership

- The Board of Executive Directors of the Kaylyn's House of Joy shall consist of 7 members and not more than nine.
- Once all seats have been filled, the Chairperson, Vice Chairperson, Secretary, and Treasurer will be elected.
- Each Board member may serve a term of 3 years before the seat is up for reappointment or re-election.
- In the event that a member chooses to step down before their term ends, a letter stating their intentions must be submitted for distribution to the entire Board. Sufficient notice must be given in order to fill the impending vacancy.
- Kaylyn's House of Joy is privately operated and funded, by private organizations and individuals, however the Department of Community Based Services (DCBS), and/or private agencies does provide a small subvention. Therefore KHJ, and DCBS reserves the right to closely monitor and censure the constitution of its Board.

C. Role of the Board of Executive Directors

The Board of Executive Directors of the Kaylyn's House of Joy shall:

- Promote public awareness and facilitate effective and efficient planning and coordination of effort among service clubs, churches, and non-governmental organization involved with the home.
- Recommend and advocate for the care, protection, safety and security of all residents of the home.
- Monitor, inspect, and report upon the performance of staff, administrative record keeping, and the general maintenance and upkeep of the home.
- Initiate and coordinate fundraising activities designed with the expressed purpose of:
 1. Educational training/life skills training for residents of KHJ.
 2. Maintenance and repair of the facility.
 3. Upgrading of existing facilities.
 4. Any other specified project approved by the Executive Director and the Board.
- Advise on overall program development, review, and evaluation.

PART 2: POLICIES & PROCEDURES

2.1 Admittance Policies

A. Eligibility Criteria

- Any teen girl who has lost her/her parents through death, or has been abandoned, abused, neglected or referred by the DCBS, private teen placement agencies or Kentucky Department of Juvenile Justice may be admitted to the home.
- Any teen who comes to the Home or is reported to the Executive Director and who meets the criteria above will be accepted, provided space is available.
- Those brought to the Home need a medical check-up before admission. Once admitted they will, as necessary, be reported to the DHO and the BPD.
- An admittance form must be completed.
- Registered Sex Offenders will not be admitted.

B. Home capacity

- The Home will provide care for a maximum of 10 teens at any given time, with allowance for temporal, conditional stay in cases of extreme emergency.

C. Duration of stay

- Teen are allowed to stay for 6-9 months while their cases are being heard.
- Extensions of up to 18-months can be granted in cases of need and with the permission of the Board.
- Those who stay longer will be permitted to remain until they have finished High School or until other arrangements have been made.
- No teen should be permitted to stay for longer than absolutely necessary.

2.2 Intakes Procedures

A. Individual files

- Individual files will be opened - both on computer and with a hard copy - for each teen admitted. Ther file will include:
 1. Admittance Form
 2. Medical Form
 3. Health Record
 4. Immunization Certificates
 5. Report from person referring teen to the Home

6. Copies of any court orders or transcripts A recent picture of the teen
7. Placement Form
8. All report cards, award certificates, etc.
9. Care plan
10. Teen's birth certificate or social security card

- Teen brought to the Home by the DCBS and private teen placing agencies will also require:
 1. An overview of the teen's background information leading to admittance
 2. A description of the teen's current health status and details of any medication
 3. Details of the teen's current family status (including parents, siblings, address, telephone number and etc.)
 4. A description of the teen's school experiences, learning disabilities and educational needs
- Files will be held in secure conditions where the Executive Director has exclusive authorization and access

(For sample forms, see ANNEX 2 and 3)

B. Teen Assessment

- The Social Worker assigned to the teen's case should make a weekly assessment of the teen for submission to the DCBS or private teen placing agency.
- The treatment Executive Director will conduct a monthly evaluation.
- Teen with disabilities will be reported to the Disability Services and receive the necessary therapy.
- Assessments should be conducted in a manner that will not cause the teen trauma.
- Each teen will be returned to school or substitute tutoring will be given until the teen can return.
- All files relating to teen or workers must be kept confidential and stored in a locked cabinet.

C. Permanency Planning

- KHJ has a team of staff to assist each teen to formulate a permanency plan after transition to adulthood.
- In accordance with the plan, the teen will either be reunited with a family, teen, and/or assistance in finding safe, stable housing.
- The homes to which teen are sent will be assessed by the DCBS or private teen placing agencies in conjunction with the Kaylyn's House of Joy.

2.3 Exit/Departures Procedures

- Before any teen can leave the Home, a release form must be signed by a parent, guardian, DCBS, private child placing agency or the teen -if they have reached the age of maturity.
- A teen will only be released after proper notification from the DCBS or private child placing agency and after an assessment has judged the home to which the teen is going safe.
- No teen shall be released to the home from which he/she came unless conditions there have markedly improved.

(For sample forms, see ANNEX 4)

2.4 Home Operation

A. Facilities

- Facilities in the Home must be kept clean at all times
- The Home must at all times be kept free of any kind of hazard e.g. outlets, etc.
- The Home must keep gate closed, at all times
- The windows should be secured at all times
- The Home should have proper storage and garbage disposal
- The Home will be operated and maintained as a clean environment at all times for the welfare of the teen.
- Facility quiet hours are from 10pm-6am

B. Visitations

- Parents and family members are encouraged to visit teen in the Home. Visits are permitted at the following times Sundays: 9:30 A.M. - 11:00 A.M. and 2:30P.M. - 5:00 P.M.
- After hours, visits can be made only with permission.
- Visits can only be made in the living and common areas. Bedrooms are off-limits.
- All visitors and visits should be monitored.
- Any gifts should be given to the Home rather than to individual teen.

C. Behavioral Management Policy

Policy

- The purpose of any kind of behavioral management method is to educate and train the teen in self-discipline. No type of behavioral management shall be allowed which violate the teen's personal rights and damage self-esteem.
- Kinds of behavioral management methods which are allowed include: restriction of privileges, meaningful work, natural and logical consequences, contracting, isolation.
- Kinds of behavioral management methods which are prohibited includes: corporal punishment, yelling at, threatening, intentionally embarrassing, put down, shaking of teen, meaningless work, depriving a teen of love, sleep, school attendance, family contact.
- Each teen reacts to situations differently. From time to time, the emotional baggage that teen carry happens to get the best of them. That's when a teen needs help from the staffing managing her feelings and often her behavioral.
- Each staff member providing supervision of teen is responsible for dealing with the teen in an appropriate way when situation calls for the staff person to intervene. Although each staff member stands as an authority figure, the discipline of the teen is the responsibility of the Executive Director or person put in charge by the Executive Director.
- Discipline, as a form of behavioral management, is used as a teaching method. Corporal punishment is always a NEVER.

Procedures

- The purpose of teaching is to help the teen mobilized and build upon their own strength, to help them develop their own sense of right and wrong, and to help them learn that a life lived in accordance with certain standards of conduct is more fulfilling in the long run than a life lived merely by impulse.
- Discipline includes all of the activities and techniques for helping a teen grow into self-directing individual. It includes teaching, explaining, rewarding and correcting.

- Producing behavioral management will take into account what the teen is capable of doing, what the teen needs from adults, and what will help the teen to learn and grow from the experience. To be effective as a manager of behavior staff must have a good awareness of self, good understanding of each teen's stage of development, be an effective communicator and respond instead of reacting to the need of the teen.
- Once a staff decides that it is necessary to intervene due to a teen's behavior the following must be carried out:
 - a. The consequences of incidents shall be worked through at the time of the incidents to which they gave rise, or as soon as possible afterwards. Teen must be told why they are being disciplined. Only the teen who has committed an infraction will be present during the administration of discipline to minimize embarrassment. Should a teen misbehave beyond teenish pranks, the Executive Director orders a meeting with the teen where the prank would be discussed and the teen is made aware of the disadvantages of her actions. Should their discussion prove fruitless the teen then receives a time out a period between ten to fifteen minutes.
More severe misbehavior warrants that privileges are taken away and a teen is sent alone a quiet room. Sometimes manual labor is deserved. The teen may then be expected to scrub tiles, clean the yard or the bathroom. The consequence must always match the offence.
 - b. Actively listen to the teen and assure that they will be kept safe and not harmed in any way. Any discipline measure taken should match the behavior for which the teen has exhibited.
 - c. Be consistent, Encourage good manners – *"please", "thank you", and "excuse me."*
 - d. Give encouragement freely and use criticism sparingly.
- In the case of teen, AWOL episode the DCBS and the police are immediately notified. Once the teen is found and is willing to abide by the rules and guidelines of the home, they are allowed to return. Should there be a repeat incident within a short period of time, it is advised that a more suitable placement be found for the teen, as the home will not tolerate such behavior to be repeated. Not only does this kind of behavior inconvenience the staff when the Executive Director has to be absent to deal with such a case, but it also causes unnecessary stress on everyone.
- Each teen has the privilege of staying at the Home as long as they respect authority, their peers and themselves. The Home strives to educate and train the teen in self-discipline, and to create a safe, positive, supportive, caring and Christ centered environment for teen. The ultimate goal is to help each teen to develop her own sense of self-respect, moral skill, and self-sufficiency.

D. Use of Residents for Publicity or Promotion

Normally residents are not used to raise monies to promote the work of the home. When a teen's involvement in publicity or promotion will enhance the mission or ministry of the home and will not reveal confidential individual and or family information or lead to exploitation of the resident, the Executive Director may consider the resident voluntary involvement.

E. Grievance Complaints by Resident and Staff

By Residents

When a teen believes they have been wronged or failed to be understood by a staff member, the teen may file a grievance complaint with the Executive Director. The Executive Director will discuss the situation individually with both the resident and staff in an effort to seek a solution. The teen's complaint against a staff member will be put in her personal file.

By Staff

- When a staff member is unable to resolve a conflict with another staff member, the staff member may file a grievance report with the Executive Director. The Executive Director will discuss the situation individually with each staff member in an effort to resolve the conflict. If the staff member holding the grievance complaint is not satisfied with the Executive Director's decision/resolution, the staff member may bring her disagreement to the Board of Executive Directors.
- The staff complaint will then be placed in the staff member's individual file.

F. Educational Program

All teen who are of school age are placed in a school as soon as possible within days of being admitted to the home.

When a new teen arrives at KHJ they are given their basic school supplies.

KHJ sees that each teen in school are given the opportunity to excel in their own capacity.

If a teen is unable to go to regular school for some reason, then alternate measures are taken to ensure that the teen receives an education via NTI or other correspondence courses.

KHJ is responsible for providing for the following:

- Transportation to and from school by way of public transportation or driven by staff.
- School fees.
- School uniforms.
- School bags.
- School supplies e.g. Textbooks, stationeries etc.
- School supplied lunches unless a special diet is required.

After School Program

In order to guarantee that each teen attains their maximum potential, after school programs are designed to aid them. Each teen at their return from school in the evenings are encouraged to immediately go to the designed area where they would be assisted by a staff or volunteers as tutors. Tutors come from accredited programs to help with homework and tutoring, staff also helps out in that aspect.

Each teen, regardless of school or grade is entitled to whatever means necessary to ensure that each assignment is properly done and presentable. KHJ offers:

Access to computers for typing and research- Microsoft Word, Excel, Encarta etc.
Access to a large collection of books for research and learning- Wordbooks, Teen craft, dictionaries, thesaurus's, novels, etc.
Access to tables and a workspace to complete homework.

The older teen at KHJ (18 and up) are encouraged to seek a higher education or trade, to aim towards receiving scholarships and ultimately establishing a career path. If the students are willing to work hard and put forth one hundred percent of their effort, then they will be supported in their endeavor as much as means allow.

G. Health

- Each teen will receive its immunization.
- Teen will be taught health principles.
- Teen will receive information on health risk and the used of drugs and other substances that is dangerous to their health.
- Teen will be given information, and teaching on sexual education, including sexual transmitted disease. E.g.: Venereal, and HIV.
- All staffs are required to set a good example, and exercised control over their behavior.
- All drugs and alcohol are prohibited on the premises.
- Medicine cabinet should be kept locked, and all medication out of the reach of teen.
- Medication will be administered only by authorized personnel
- All teen will be taught about their personal hygiene and given the privacy to ensure their dignity.

The home is equipped with many medical supplies including: Band-Aids, bandages, Teen's Tylenol, Motrin, alcohol, vitamins, nebulizer machine, Phenobarbital, antibiotics cream and medication, etc.

The above-mentioned are administered or supervised by authorize personnel, who is certified with First Aid, in cases of minor injuries or common illnesses like cold, fever and asthma.

If the illness appears contagious, the teen is kept in separate room to control the risk of infecting others in the home.

Should a case arise where a teen is suffering from a fever, has no noticeable relief within an eight hour period after the administration of the fever medicine, the teen would then be taken to the hospital for further diagnosis and medication. If hospitalization is required a staff member stays with the teen until her release. Incases where the illness persists, the teen is then taken to longer term health facility. At no time is an illness left unresolved.

Our program is not equipped to take teens with high levels of intellectual and physical disabilities.

Upon entering the home all teens will receive a well check. And upon exiting KHJ they will receive another well check.

KHJ also promotes dental health and each teen will go to the dentist during their stay

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H. Recreational Activities

- Teen will be encouraged to engage their free time in meaningful activities.
- The Executive Director must approve all activities held outside the home at least one week prior to the actual date.
- Funds will be made available for recreational activities, e.g. field trips, workshops, events.
- Suitable play and sporting equipment will be kept available for use by teen.
- Teen are encouraged to read and enhance their intellectual capacity.
- Staff must engage in recreational activities with teen

I. Religion and Ethnicity

- KHJ respects the teen's right to their own religion and supports ethnic diversity.
- While respecting the teen's right to adhere to their religious beliefs.

J. Emergencies

- Both the Police and Social Services will be notified in the event of robbery, assault, threat, running away and riotous behavior.
- In the event of a health emergency, the person or persons affected will be taken to the Norton Children's or U of L Hospital.
- Any incident that is the result of a natural disaster will be reported.
- Reports must be prepared and filed on all incidents of any sort.

K. Use of Home Equipment

Any equipment donated to the Home must be used exclusively for the Home.

L. Volunteers

- All volunteers must have a clean record e.g. Police records, no felony or crimes against children.
- All volunteers must be of good character and reputation, genuinely concerned for the interests of the teen we serve and be able to provide at least three personal references.
- All volunteers must complete an agency application.
- Short Term or Day Volunteer will be monitored closely, especially in respect to their interaction with the teen.
- Long Term Volunteers must submit the following to the approval of the Board of Executive Directors and Mrs. Gaines:
 1. Letter of application to Board of Executive Directors
 2. Resume and all certificates documenting qualifications
- Short-term professional or repeating volunteers may, under certain circumstances, waive the interview process.
- Volunteers may be assigned a variety of duties, including:

1. Administration
 - a. Helping with fund-raising
 - b. Recruiting
 - c. Consulting
 - d. Participating on the Board of Executive Directors
 2. Support (Clerical) Services
 - a. Answer phones
 - b. Typing
 - c. Filing
 - d. Bulk mail distribution
 - e. Updating the Home
 3. Social Work Related Activities
 - a. Taking teen to appointments
 - b. Supervising visits
 - c. Tutoring
 - d. Serving as a “Big Brother” or “Big Sister”
 - e. Assisting during Kaylyn's House of Joy special events
 - f. Provide training in skill development, independent living programs, etc.
- Long-term Professional volunteers may, under no circumstances, waive the interview process.

M. Finances

- The Kaylyn's House of Joy is a non-profit organization and supported solely by voluntary contributions, grants, and state funds.
- All monetary and in-kind contributions will be recorded. All expenditure will be documented and accompanied by receipts.
- Monthly, quarterly, and annual financial reports will be made and submitted to the appropriate organizational / departmental heads of those in partnership with the Home as well as contributors and supporters.

N. Inventory

An up-to-date inventory will be maintained. (See ANNEX 8)

O. Counseling and Health Education

Treatment Executive Director contracted by KHJ visits the Home on a weekly basis to provide counseling.

The Executive Director of the home does one-on-one with teen in addition to group session where the teen are allowed to voice their opinion on matters like education, social issue, sex etc. As a mother figure for the teen they confide in her when they have troubles and need help, advice or just a listening ear.

As teens physically develop they are taken aside in a non- embarrassing way to learn about the changes their body will go through physically

and emotionally. They learn how to take care of their bodies and deal with these changes in a positive way. The girls are always provided with sanitary napkins and/or tampons whenever needed and also are monitored as to when they have their menstruation.

A visiting nurse does some basic training on body parts for the teen. They are also educated regarding sexuality, pregnancy and STDs.

P. Emergencies and Disaster Management

Emergencies shall be divided into two categories: man made and natural causes. In either case, the Executive Director or her employees shall determine if evacuation is the best action to ensure the safety of the teen.

When the home is to be evacuated, each person shall calmly exit through the nearest exit, as outlined in their plan. Evacuation maps shall be posted near the exit door of every bedroom and meeting room. Teen are to follow the highlighted arrows illustrating the path to the closest exits. Once the house is empty, all teens shall meet two houses down from the Home at 641 Lindell Ave. for a head-count.

Fire extinguishers are mounted in the kitchen, bedroom hallway and laundry room, as well as Office and Common Area.

In the event of a house fire, any teen threatened shall be removed and, if necessary, the house shall be evacuated. Nearby fire extinguishers shall be employed and, if not completely successful, fire crews shall be called at 9-1-1.

Fire preparation practice drills shall be conducted as often as required by the Authorities.

Q. Crisis Management

The plan shall include provisions for appropriate intervention strategies, the immediate normalization of the situation, appropriate rehabilitation strategies for involved residents. Such crises can include, but are not limited to, a death in the home, assault, robbery, burglary, and rape.

- Intervention strategies: Executive Director or her employee shall oversee contacting appropriate authorities, crowd control, removing immediate danger.
- Normalization of the situation:
 - Rehabilitation strategies: group discussion and counseling sessions to promote healthy dealing with the situation.

2.5 KHJ STAFF

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- House Mother
- Operations Manager
- Program Executive Director
- Treatment Executive Director
- Direct Care Supervisor
- Direct Care Staff 1
- Direct Care Staff 2
- Direct Care Staff 3
- Part time Direct Care Staff (3)
- Volunteers (5)

(For job descriptions see ANNEX I)

B. Training/Development

- The Executive Director and Staff of the Home will participate if invited to join any training program conducted by the Dept. of Community Based Services and any other organization.
- Full-time direct child care staff shall have at least forty (40) hours, and part-time direct child care staff shall have at least twenty-four (24) hours
- Training will be for specific tasks to be performed and of annual training in the following:
 1. Emergency and safety procedure;
 2. Principle and practice of child residential care;
 3. Behavior management, including de-escalation training;
 4. First aid; and
 5. Personnel orientation.
- Other on-the-job training will be given to staff.
- All staff must be trained in general first aid, including CPR and other teen- relevant skills.
- A volunteer who functions as a professional or direct staff member without compensation shall meet the same general requirements and qualifications

C. Work policy

- Working hours are as follows:
 1. Domestic employees will work 8 AM until 5 PM
 2. Shifts will be staffed in such a way that there are two staff on duty during the day and 1 staff during the sleeping hours for the entire 24 hour period:
7AM - 3 PM
3 PM - 11 AM
11 AM - 7 AM
- All Home employees must dedicate themselves to their work.
- Employees are expected to remain active during working hours.
- At no time is the Home's confidential business to be discussed outside the Home.

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- 1 principles of the Home.
- Gossip is strongly discouraged.

2.6 HOME POLICIES

- Residents should follow the policies and timetable of the Home.
- Residents should not use equipment, including kitchen equipment, belonging to the Home without permission.
- Residents should not use the telephone without permission.
- The Executive Director and staff will monitor all contact with outside personnel.
- Teen will be adequately supervised, based on age.
- Teen should never be left unattended either on or off the premises unless approved by the Executive Director for employment or educational/trade purposes.
- The personal belongings of all teen should be left in the care of the Executive Director.
- Every teen at Kaylyn's House of Joy will be treated with respect and kindness. All requests and opinions from a resident should be listened to with respect and care.
- All forms of corporal punishment are prohibited.
- Food should not be withheld as a punishment.

2.7 RESPONSIBILITIES OF THE DEPT. OF COMMUNITY BASED SERVICES or OTHER CHILD PLACEMENT AGENCY (OCPA)

- The staff of the Home will work closely with the Dept. of Community Based Services OR OCPA and with the Cabinet for Health and Family Services.
- The Dept. of Community Based Services OR OCPA is responsible for ensuring that a social worker visits the home regularly.
- The Dept. of Community Based Services OR OCPA will closely monitor the working of the Home, offering suggestions and recommendations where necessary.
- The Dept. of Community Based Services OR OCPA shall pay all medical costs for the teen placed in the Home.
- The Department's Social Services Officer will work directly with the Executive Director of the Home on cases where reunification is possible for the teen and their child.
- The responsible Social Worker should submit a formal care request, including a medical history, at least seven (7) working days before the case is heard.

PART 3: ANNEXS

ANNEX 1 - KHJ JOB DESCRIPTION

Executive Director

The Executive Director of the Kaylyn's House of Joy will be ultimately responsible for everything that happens in the Home. Their role includes all tasks related to personnel, all administrative duties, and supervising and guiding the residents in their positive development.

Components

The specific responsibilities are as follows:

- Seek out, interview, and select possible candidates for employment at Kaylyn's House of Joy and with approval from the Board of Executive Directors, hire and dismiss staff; enforce agency personnel policy; establish salary scales and benefits for employees; hear and resolve grievances or complaints by or against an employee; organize and carry out a program for staff development; and conduct individual staff evaluations at least once every three months.
 - Prepare and present an annual budget to the Board of Executive Directors “Annual Meeting” as well as monthly statements for submission to the DCBS or Other Child Placement Agency; maintain organized records of the KHJ monthly income, expenses, monetary donations, in-kind donations, and other financial affairs; and allocate/disburse funds for the purchase of equipment and supplies.
 - Serve on the Board of Executive Directors of KHJ and attend all Board meetings; prepare and present regular reports to the Board, written or verbal, as requested; implement actions in the Home as initiated by the Board; and seek the Board’s approval in matters of policy and procedure in the Home.
 - Develop, implement, and enforce agency policy and procedure necessary for the effective operation of the Home, revising as needed.
 - Develop and enforce policy by which individuals and groups may come to volunteer time at the KHJ; coordinate all such visits; maintain active records on all volunteers; develop and organize a brief orientation for first time volunteers to identify their specific duties and to adequately familiarize them with pertinent policies and procedures of the KHJ; maintain good working relationships with all volunteers and their supporting agencies / organizations.
 - To be responsible for ensuring that the KHJ operates in compliance with all applicable licensing regulations and laws of Kentucky.
 - Maintain positive working relationships with the DCBS and Cabinet for Health and Family Services and produce appropriate documents as reasonably requested for their review.
 - Maintain good public relations by ensuring the Home is represented at community meetings, workshops/seminars, public or private advisory boards, or meetings of professional organizations as best serves the Home and fulfills the Home’s mission.
-

- Develop and maintain positive personal relationships with each resident of the KHJ; provide positive encouragement and support to each resident; ensure the personal safety of and respect for each resident; and provide appropriate counseling services for each resident.
- Advocate for and protect the rights and well-being of each resident of the KHJ.
- Live in the Home, share meals with the residents, participate in devotion and prayer times, and supervise weekend household chores.
- Be ultimately responsible for all programs and issues relating to the spiritual, physical, educational, and emotional welfare of each resident of the KHJ.
- Other possible components depending on individual skill.

Qualifications

- A master's degree in business administration or a human services field from a college or university, supplemented by two (2) years of work experience in or management of a human services program related to working with families and children; or a bachelor's degree in a human services field from a college or university, supplemented by four (4) years work experience in management of a human services program related to working with families and children.
- Strong morals and values.
- Appropriate and sufficient training in organizational administration and accounting.
- Appropriate and sufficient training in home economics, maintaining teen's health and safety, First Aid, Fire Safety, and counseling abused, abandoned, and/or neglected teen.
- Previous experience in finance, marketing, sales, and community outreach
- Basic computer skills.

Compensation

- Negotiable depending upon experience and qualifications.

Accountability

- The Executive Director is directly responsible to the Board of Executive Directors.
- The Chairman of the KHJ Board of Executive Directors will report to the entire Board on a regular basis regarding the performance and progress of the Executive Director. The Board of Executive Directors reserves the right to terminate employment any time if deemed necessary for the well being of the Teen.

Operations Manager

The Operations Manager will work closely with the Executive Director to ensure the safe, legal, and organized operation of the KHJ. The Manager will work closely with the Program Director in regard to educational activities, visitations, and other social work related activities. The Manager will serve as the KHJ liaison with staff and volunteers. As well as responsible for the maintenance and repair of all facilities and grounds of the KHJ and will supervise / direct all building projects and capital improvements of the KHJ.

Components

The specific responsibilities of this staff member would be as follows:

- Work closely with the Executive Director to prepare and present an annual budget to the Board of Executive Directors “Annual Meeting” as well as monthly statements for submission to the DCBS; maintain organized records of the KHJ monthly income, expenses, monetary donations, in-kind donations, and other financial affairs.
- Receive and adequately document all donations; send appropriate receipts, tax exemption, and thank you letters to all donors; maintain a current list of items and work needed at the KHJ.
- Assist in developing and enforcing policy by which individuals and groups may come to volunteer time at the KHJ; coordinate all such visits; maintain active records on all volunteers; develop and organize a brief orientation for first time volunteers to identify their specific duties and to adequately familiarize them with pertinent policies and procedures of the KHJ; maintain good working relationships with all volunteers and their supporting agencies / organizations.
- Advocate for, represent the KHJ and protect the rights and well being of each resident in the absence or at the request of the Executive Director.
- Develop and maintain positive personal relationships with each resident of the KHJ; provide positive encouragement and support to each resident; ensure the personal safety of and respect for each resident; and provide appropriate counseling for each resident.
- Inspect all aspects of the building and yard at KHJ to ensure everything is safe and in good working order; replace or repair that which is not safe or not functioning properly; recommend facility improvements for approval of the Executive Director and the Board of Executive Directors.
- Maintain all appliances and equipment used at the KHJ (washing machines, dryers, vacuums, tools, etc.); repairing and replacing broken items; remove old, broken, or unused items from the KHJ premises.
- Periodically check and replace smoke alarms and fire extinguishers.
- Supervise and direct volunteer work team projects.

Qualifications

- Strong morals and values.

- Appropriate and sufficient training in organizational administration and accounting.
- Appropriate and sufficient training in home economics, maintaining teen's health and safety, First Aid, Fire Safety, and counseling abused, abandoned, and/or neglected teen.
- Previous experience working with abused, abandoned, and/or neglected teen.
- Basic computer skills.
- Appropriate and sufficient training in building, appliance, and vehicle maintenance and repair.

Compensation

- Negotiable depending upon experience and qualifications.

Accountability

- The Operations Manager is directly accountable to the Executive Director and will be evaluated quarterly.

Treatment Director

The treatment director is responsible for supervising, evaluating, or monitoring social work and other related activities of KHJ and its residents. Treatment director works closely with the Program Director who will assist them with the day-to-day social work services, counseling, or planning and coordinating services for our teens.

Components

The specific responsibilities of this staff member would be as follows:

- Carry and supervise a maximum caseload of 8-10 young adults ;
- Evaluation and Conduct on-going assessment of the young adult's needs from a strength focused, solution-based perspective.
- Assures the clinical quality and integrity of the foster care/independent living/outpatient program as required by all applicable standards, regulations, and policies. Identified and analyzes problem areas in order to improve quality of care. Oversees and monitors the implementation of therapeutic interventions being utilized by staff in the program.
- Weekly individual and group counseling
- Assist in submitting, reviewing and adjusting claims to Medicaid
- Lead staff in problem solving related to performance challenges and family/youth issues
- Participate in clinical review team meetings weekly providing support and guidance regarding cases.
- Also Participates in or provides assistance in therapeutic interventions, court hearings as well as school and community meetings as required for program

Qualifications

- Hold at least a master's degree in a human service discipline; and Within two (2) years of October 17, 2007, have at least five (5) years' experience in mental health treatment of children with emotional or behavioral disabilities and their families
- Independent Licensure to practice in Kentucky
- Have a working knowledge and understanding of culture and its function in human behavior and society.
- Deliver services that are sensitive to client's cultures.
- Demonstrate the ability to forge a mutually respectful partnership with persons served and their families in which they are helped to gain the skills and confidence to address any issues and problems they face.
- Ability to set limits and maintain the helping role and to intervene appropriately to meet the needs of the person(s) served or other family.

Compensation

Negotiable depending upon experience and qualifications.

Accountability

The Operations Manager is directly accountable to the Executive Director and will be evaluated quarterly.

ANNEX 2 – ADMITTANCE FORM



Admittance Form

1. **Name of Teen:** _____ **Nickname (if any):** _____

Father's name: _____ Mother's name: _____

Address: _____ Address: _____

Nationality: _____ Nationality: _____

Origin: _____ Origin: _____

2. **Sexual Identified as:** Male ☐ Female ☐ 3. **Race:** _____

4. **Date of Birth (if available):** _____ **Approximate Age:** _____
(dd/mm/yy)

5. **Medical Hertory (see medical form for information)**

6. **Status in Home**

Date arrived at KHJ: _____ Approved by Executive Director: Yes ☐ No ☐ Other: _____
(dd/mm/yy)

7. **Educational Status**

Language(s) Spoken: English ☐ Spanish ☐ Other: _____

Reading Level: Excellent ☐ Good ☐ Fair ☐ Poor ☐

Writing Level: Excellent ☐ Good ☐ Fair ☐ Poor ☐

School Attending: _____ Present Grade: _____

Availability and location of report cards: _____

8. **Ethnicity**

Hispanic: _____ Non- Hispanic/Latino: _____ Other: _____ Unknown: _____

9. **Available Documentation**

Birth Certificate:

Passport ☐ Constancia ☐ Social Security Card ☐ Other: _____

10. Reason for Living in KHJ

- ☐ Parents deceased or not existing
- ☐ Parents left country (If yes, Will not return ☐ Will return ☐ When: _____)
- ☐ Teen unable to be cared for by parent or guardian.
- ☐ Teen abused and removed from original home
- ☐ Other

Explain any of the above: _____

11. Permanency Planning for Teen

- ☐ Adoption (By KHJ ☐ By Others ☐)
- ☐ Further foster care (If yes, How long in total: _____)
- ☐ Return to parents (If yes, Estimated date of return: _____)

Medical Form



ANNEX 3 – MEDICAL FORM

(Ther form must be completed before acceptance into the home)

1. Name of Teen: _____ Date of Birth: _____
(dd/mm/yy)

2. Immunizations (Include date of last immunization for each disease checked ☐)

Disease	Date	Disease	Date	Disease	Date
<input type="checkbox"/> Diphtheria	_____	<input type="checkbox"/> Whooping Cough	_____	<input type="checkbox"/> Tetanus	_____
<input type="checkbox"/> Small Pox	_____	<input type="checkbox"/> Polio	_____	<input type="checkbox"/> Measles	_____
<input type="checkbox"/> Measles	_____	<input type="checkbox"/> Yellow Fever	_____	<input type="checkbox"/> Typhoid Fever	_____
<input type="checkbox"/> Other:	_____				

3. Illnesses (Check ☐ if Yes and indicate when and explain below)

Illness	Date	Illness	Date	Illness	Date
<input type="checkbox"/> Asthma	_____	<input type="checkbox"/> Bleeding Gums	_____	<input type="checkbox"/> Colitis	_____
<input type="checkbox"/> Epilepsy	_____	<input type="checkbox"/> Heart Disorder	_____	<input type="checkbox"/> Skin Disease	_____
<input type="checkbox"/> Diabetes	_____	<input type="checkbox"/> Cancer	_____	<input type="checkbox"/> Psychiatric Illness	_____
<input type="checkbox"/> Ulcers	_____	<input type="checkbox"/> HIV/AIDS	_____	<input type="checkbox"/> Migraine Headache	_____
<input type="checkbox"/> Alcoholism/	_____	<input type="checkbox"/> Infectious	_____	<input type="checkbox"/> High Blood	_____

Drug Use _____ Disease (which one) _____ B/Pressure _____

☐ Hepatitis _____ ☐ Other: _____

Explain any of the above: _____

4. Injuries (Check ☐ if yes. Indicate when and explain below)

Injury	Date	Injury	Date	Injury	Date
<input type="checkbox"/> Head Injury	_____	<input type="checkbox"/> Back Injury	_____	<input type="checkbox"/> Broken Bones	_____
<input type="checkbox"/> Recurrent Ankle Injury	_____	<input type="checkbox"/> Recurrent Knee Injury	_____	<input type="checkbox"/> Other:	_____

Explain any of the above or any special physical limitations: _____

5. Allergic Reactions: *Does the teen have any allergies, including reactions to food, penicillin, antibiotics, and any other medications?*

☐ Yes ☐ No

If yes, please explain: _____

6. Dietary Needs: *Does the teen have any special dietary needs?*

☐ Yes ☐ No

If yes, please explain: _____

7. Surgery: *Has the teen ever undergone surgery for any reason?*

☐ Yes ☐ No

If yes, please explain: _____

8. Dental: *Does the teen have any problems?*

☐ Yes ☐ No

If yes, please explain: _____

9. **Medications** (*Please list all the current medications taken by the teen. Include the name, amount [dosage], how often the teen takes it, how long the teen will need to take it and the condition being treated.*).

[illegible]

ANNEX 4 – VISITATION/RELEASE FORM



Visitation/Release Form

I, _____, agree to assume responsibility for the teen or teen in my care for the specified length of time. While the teen is in my care, I agree to meet their basic needs such as safety and nourishment. I have been informed of the principles and standards of the Home. I agree to enforce the principles and uphold the moral standards. I understand that it is my responsibility to inform the Executive Director, or the person in charge, at the home before I carry the teen or teen outside of Belmopan District.

Custodian's Signature
Signature

Executive Director's

Date

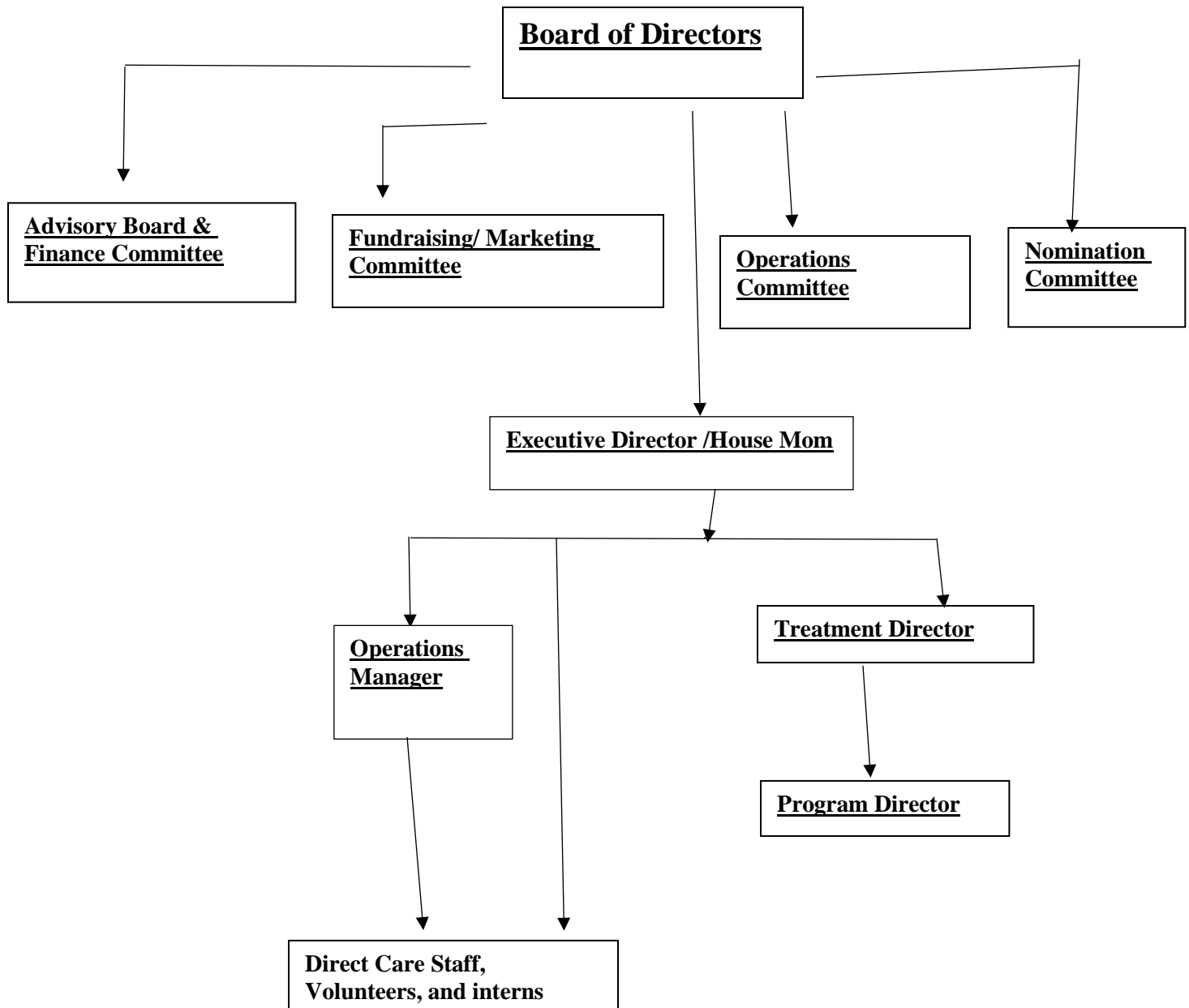
Name(s) of teen(ren) leaving:

Length of Time Away from Home:

Disclaimer: All teen leaving for weekend visits during the school term must be returned by 4:00pm Sunday evening.

ANNEX 5- KHJ ORGANIZATIONAL CHART

Organizational Structure:



ANNEX 6 – KHJ INVENTORY (May 2021)

Office

- 3 Filing cabinets
- 3 Computers
- 3 Printers
- 4 Desks
- (3) Office chairs
- (2) Wall Cabinets
- Bookshelf
- 1 water cooler

Living Room

- 1 living room set) 1
- Corner TV stand
- TV stand
- 1 TV (functional)
- 1 stereo set)

Laundry room

- 2 Washing Machines
- 2 Dryers
- 1 Water Heater

Dinning Room

- Long dinner table
- 10 seats

Kitchen

- 1 Stove
- 1 Refrigerator
- 1 Freezer
- Cabinets

Storage Room

- Pantry
- Storage shelves
- Deep Freezer

Bedroom 1

- 1 Bunkbeds
- 1 twin bed
- 2 dressers

Bedroom 2

- 1 bunk bed with mattresses
- 1 Closet
- 1 chair
- 2 Chests of drawers

Bedroom 3

- 2 Bunk beds with mattresses
- 4 Chest of drawers
- 1 Small desk
- 1 Chair

Bathrooms (2)

- 2 showers & tub
- 2 toilet bowls
- 3 2 sinks

1/2 Bathroom

- 1 toilet
- 1 sink

Common Area (small)

- 1 living room set) 1 TV
- 1 cabinet (floor)
- 1 cabinet (wall)
- 1 small table
- Book shelved/w books

Storeroom 1

- Cleaning supplies
- Misc. clothing etc.
- Personal Items

Meeting Room

- Long table
- 10 chairs
- Book shelf

Quiet Room

- Bookshelf
- 2 Bean Bags Chairs
- Lamp

front porch

2 chairs

Storeroom 1

Tools

Back Yard 1

Picnic table

2 bench

ANNEX 7

HOME'S DAILY IN-SCHOOL SCHEDULE (SAMPLE)

5:30 – 6:30 Morning Routine, small breakfast & School

2:30- 4:00pm Snack & Homework/ Tutoring

4:00-5:00pm Lifeskills Training/ Group/ Individual Therapy

5:00-6:00pm Physical/ Group Activity

6:00- 7:00pm Dinner

7:00- 9:00 House Chores & Hygiene

9:00pm – 5:30am Sleep Hours

HOME'S DAILY SUMMER SCHEDULE (SAMPLE)

7:30am- 8:45 Morning Routine/ Hot Breakfast

8:45 – 9:30am Morning Group & Chores

9:30am- 12:30pm Educational/ Self Development Classes

12:30- 1:30pm LUNCH

1:30- 3:00pm Life Skills training/ independent living activities

3:00-3:15pm SNACK

3:15pm- 4:00 Group Therapy/ Individual Therapy

4:00pm -5:30pm Physical Activity

5:30-6pm Downtime/Free time

6:00pm- 7:00pm Dinner

7pm- 9pm House Chores & Hygiene

9pm- 7:45am Sleep Hours

HOME'S WEEKEND SCHEDULE (SAMPLE)

7:45am- 8:45 Morning Routine/Small Breakfast

8:45 – 10am Morning Group & BIG Chores

10am- 11am Recreational Therapy

11am -12:30am Group Community Service

12:30- 1:30pm LUNCH

1:30- 3:00pm Life Skills training/ independent living activities

3:00-3:15pm SNACK

3:15pm- 4:00 Group Socialization Activity

4:00pm -6:00pm Downtime/Free time

6:00pm- 7:00pm Dinner

7pm- 9pm House Chores & Hygiene

9pm- 7:45am Sleep Hours

