



Day Shift Youth Care Specialist

**JOB DESCRIPTION
YOUTH CARE SPECIALIST**

Job Code: YCS	Reports To: Unit Supervisor	Department: Private Secure Residential	Pay Cal. Hourly, Non-Exempt	Salary Grade:
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EXPECTED OUTCOME:

- Highest quality milieu therapy
- Meeting licensing and accreditation requirements
- Customer/client focus
- Problem-solve
- Provide a safe, consistent, caring environment
- Services delivered in a culturally sensitive manner.
- Respect for all others
- Continuous improvements
- Performs various resident care activities and related services in caring for intellectual, psychosocial, physical and spiritual needs of the residents.

SITUATIONAL FACTORS:

- Scheduled five 8-hour day shifts per week
- Effective communication to all levels of staff

QUALIFICATIONS:

Education/Training:

- Bachelors' degree or related field preferred
- High School Diploma/GED
- Must be 21 years of age or older
- Must have valid driver's license

Experience:

- Minimum of one year experience
- Prior work with adolescents preferred

Skills:

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| <ul style="list-style-type: none"> • Organizational and time management skills • Excellent relational/interpersonal skills (verbal/written) • Leadership/Teamwork skills • Sensitivity to cultural and social economic diversities • Handle multiple tasks simultaneously • Requires lifting 25lbs, in case of emergency 100lbs • Reasonable accommodations will be considered to otherwise qualified applicants to perform the essential functions of the job. | <ul style="list-style-type: none"> • Self-motivation • Computer skills • Goal oriented • Crisis management |
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Dimensions:

Written and oral communication, assertiveness, attention to detail, confidentiality, cooperation, creativity, dependability, high energy, follow through, group instruction, good listener, initiative, integrity, motivation of staff, planning and organization, high stress tolerance; accept constructive feedback; courteous, dependable, flexible, efficient; needs minimal supervision; ability to maintain accurate records.



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DIRECT RESPONSIBILITY:

- Clients
- Cottage/Milieu Maintenance

DIRECT SUPERVISION OF:

- Clients

REQUIRED TRAINING:

- New Staff Orientation
- Bridge Building
- DBT
- Time Management
- CPR/First Aide
- Universal Precaution
- Nutrition & Sanitation
- Safety/Fire Safety
- Cultural Diversity
- Bullying
- Sexual Harassment
- Professionalism
- Mindlinc Software

COMMITTEE INVOLVEMENT:

- Staffings

SUGGESTED TRAINING:

- Stress Management
- Microsoft Office Software
- Project Management
- Trainings by Physician

CAREER TRACK:

- Unit Supervisor

Physical Requirements	Yes	No
Lifting (lbs.)/Carrying (lbs.)	25 lbs–50lbs.	
Stooping/Bending/Kneeling/Squatting/ Walking/Standing/Sitting/Climbing (stairs, ladder)		
Use of hands to finger, handle, touch, feel		
Physical Coordination (sequential or simultaneous use of hands, arms, feet, and legs)		
Eye-hand Coordination		
Close Vision/Distance Vision/ Color Vision (ability to identify and distinguish colors)		
Depth Perception (ability to judge distance spatial relationships)		
Hearing		
Driving		

The physical demands marked above are representative of those that will be required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Yes	No
Outdoor weather conditions	Minimal	
Wet, humid conditions (non-weather)/ Extreme cold temperature (non-weather)		
Work near moving mechanical parts		
Fumes or Dust	Minimal	
Low noise (office)		
Moderate noise		
Loud noises (heavy motorized equipment)		

Job Responsibilities/Expectations:



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1. Interacts with residents and facilitates individual goals to address their psychosocial, spiritual, intellectual and physical needs.
2. Prepare breakfast
3. Prepare residents for morning medication pass
4. Escorts residents to classroom for school
5. Assist in classrooms with supervision and basic instruction if needed
6. Prepare and submit all pass forms to Nursing by specified time
7. Work closely with placing agencies, all unit therapists and parents
8. Attend daily meetings, COC, committee meetings, CFTM, flash, DBT, etc.
9. Ensure all paperwork is completed (1:1 log, points, locations, meal sheets, shift report, etc.)
10. Assumes responsibility for the location and activity of all clients.
11. Collects, records data for the use in developing treatment plans. Documents client's progress as appropriate in the client's record following program policy.
12. Follows interdisciplinary treatment plan, reports and records clients' behaviors, interactions and response to interventions to the treatment plan.
13. Monitors client's behaviors and intervenes appropriately in a safe manner using de-escalation techniques and least restrictive measures as possible. Reinforces behavior through interactions based on program philosophy.
14. Understands and implements daily client activities specific to the assigned program under the supervisor of the Unit Supervisor.
15. Maintains environment in a safe, orderly manner. Takes all necessary precautions and observes all of the policies and procedures to prevent injury to clients and co-workers.
16. Performs all duties in an orderly, reliable and timely fashion.
17. Attend staffings and related meetings as directed.
18. Demonstrate responsibility and initiative by attending all mandatory in-services.
19. Attend other in-services as directed by the Unit Supervisor to promote professional growth.
20. Participate in fire drills, excavations and emergency codes when circumstances exist.
21. Performs related duties as instructed by the Unit Supervisor,
22. Restocks unit supplies for daily use and maintains a safe, clean and orderly environment every shift.
23. All shifts are 'awake shifts', the Youth Care Specialist must stay awake at all times while at work (on the clock).
24. Monitors fire hazards regarding smoking and smoking materials.



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25. Accompanies clients to meals. Monitors intake and behavior and intervenes as necessary to promote positive interactions with staff and peers.
26. Assist in admissions, check belongings, orientate the client to the unit and to the program.
27. Search client's rooms and belongings as instructed by the Unit Supervisor. Demonstrate and understanding of client's rights.
28. Perform safety checks per policy and document accordingly.
29. Accompanies clients to groups and participates in group sessions as assigned by the Unit Supervisor. Report observation to the Unit Supervisor.
30. Accompanies clients off grounds for appointments and approved activities as assigned.
31. Report any changes in client condition immediately to the Unit Supervisor.
32. Provides a positive role model to all clients.
33. Assist in the orientation of other staff to the unit routines, codes, fire safety, etc.
34. Provides assistance with instruction in the following recreational therapy categories as directed by the Unit Supervisor:
 - i. Individual and group craft projects
 - ii. Gym and outdoor projects
 - iii. Outdoor activities and education
 - iv. Aquatic activities including swimming, fishing
 - v. Social activities and events
 - vi. Community outings and education
 - vii. Leisure activities that may include music, cooking, games, exercises, discussion, etc., based upon the client's current recreational needs, interests and abilities
 - viii. Relaxation
 - ix. Adventure trips
35. Monitor the clients' behaviors while they attend school reinforcing positive behavior appropriately and redirecting behavior when necessary after consulting with the teacher. Maintain a safe learning environment.
36. Assists in classroom instruction to students at all levels utilizing individual strengths. Communicate change of clients' status and provide input and feedback regarding daily school points. Corrects student papers as requested by the teacher.
37. Participates in performance improvement activities on regular basis.
38. Demonstrates knowledge and skills necessary to collect and review information regarding clients' status in order to identify age specific needs. Provides interventions that are appropriate to the age of the client population served.
39. Attend all trainings required by State and Agency requirements (Mandatory) which shall include HIPAA, Sexual Harassment, Universal Precautions, Fire/Safety, Cultural Diversity, Bullying, Nutrition/Sanitation and complete their annual total hours of training and take the annual TB test prior to the Evaluation process.
40. Maintain a professional appearance by dressing appropriately and by being well groomed.
41. Performs any other duties deemed necessary and within the scope of the job as requested by the Unit Supervisor.

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