

YOUTH IN NEED

JOB DESCRIPTION

BACKGROUND

Job Title: Worker, Residential Youth Care (TLP)

Reports To: Associate Director, RHY

FLSA Status: Non-Exempt

PURPOSE OF JOB

To provide a safe and therapeutic environment for youth in the Transitional Living Program

ESSENTIAL RESPONSIBILITY NO. 1 - 60% OF TIME

Description: Provide safe, therapeutic environment for residents

- Task No. 1 Supervise youth and be able to account for residents' whereabouts at all times
- Task No. 2 Monitor interactions among youth to ensure safe and healthy boundaries
- Task No. 3 Assist youth with daily activities (i.e. homework, laundry, etc.)
- Task No. 4 Model appropriate healthy behavior through professionalism
- Task No. 5 Facilitate life skills and psycho-educational activities
- Task No. 6 Inform Director, Therapist and other TLP staff of youth's progress
- Task No. 7 Work in a collaborative, strength-based team approach

ESSENTIAL RESPONSIBILITY NO. 2 - 10% OF TIME

Description: Maintain communication with team to ensure quality services to residents

- Task No. 1 Participate in "change-over" discussions at shift change
- Task No. 2 Participate in weekly staff meetings
- Task No. 3 Participate in weekly supervision with supervisor
- Task No. 4 Communicate through expected documentation processes

ESSENTIAL RESPONSIBILITY NO.3 - 15% OF TIME

Description: Assist resident in achieving goals towards independence

- Task No. 1 Be familiar with each resident's individual goals as stated in their transition plan
- Task No. 2 Assist youth with identifying appropriate employment options
- Task No. 3 Assist youth with meeting financial goals
- Task No. 4 Provide appropriate support for residents struggling with issues of independence
- Task No. 5 Provide formal and informal skill-building training for individuals and groups of youth

ESSENTIAL RESPONSIBILITY NO. 4- 5% OF TIME

Description: Function as a mentor and advocate for assigned resident(s)

- Task No. 1 Spend additional, one on one, time with assigned resident
- Task No. 2 Report on assigned resident's progress in team meetings
- Task No. 3 Coordinate follow through on treatment goals for assigned resident

ESSENTIAL RESPONSIBILITY NO. 5- 5% OF TIME

Description: Ensure all licensing requirements are met

Task No. 1 Attend required trainings in a timely manner

Task No. 2 Participate in additional trainings as requested to further professional development

Task No. 3 Maintain accurate record keeping and documentation

ADDITIONAL RESPONSIBILITIES - 5% OF TIME

Task No. 1 Must be able to assist with general cleaning and upkeep of house

Task No. 2 Provide transportation for youth to appointments, day program, recreation and life skills activities

Required Education and Credentials

High School Diploma or equivalent.

KNOWLEDGE

Understanding of the needs and challenges facing at-risk youth

Understanding of appropriate emotional and physical boundaries

Individual must be sensitive to the socioeconomic and cultural characteristics of the service population.

Knowledge of Microsoft office products and ability to navigate program specific software.

Ability to be CPR certified required

EXPERIENCE

Work with at-risk youth

SKILLS

Conflict resolution

Intervention

Verbal & written communication skills

ENVIRONMENTAL CONDITIONS

This job operates both in an office environment and home environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Must be able to attend work during inclement weather conditions.

PHYSICAL REQUIREMENTS

When performing the duties of the job, the employee is regularly required to talk, hear and write. Must have visual ability to supervise youth. Must be able to ascend/descend stairs to serve clients.

DRIVING REQUIREMENTS

Class E Driver's License – Required

Must be able to drive large vehicle for transportation of resident purposes.

Local travel required.

Must be insurable under Youth In Need auto liability coverage (see Employment Screening Policy).

Written By: Michelle Gorman

Approved By: Michelle Gorman, April Steavenson

Approval Date: 4/16, reviewed 1/20

Employee Signature: _____ **Date:** _____

Employee Printed or Typed Name _____

Note: This job description in no way states or implies that these are the only duties to be performed by the incumbent in this position. Requirements are representative of minimum levels of knowledge, skills, and/or abilities expected to meet job standards.

YIN is committed to equal opportunities for all applicants and employees without regard to ability/disability, age, ancestry, color, cultural background, faith/religion, gender, gender identity, gender expression, genetics, income, marital status, national origin, political belief/affiliation, pregnancy, race, sex, sexual orientation, veteran status, or any other characteristic protected by applicable law.