

Marie Detty Youth and Family Service Center, Inc.
Parker Pointe Group Home
Youth Care Specialist

Functional Description

The Parker Pointe Group Home (PPGH) Youth Care Specialist (YCS) is primarily responsible for the direct care and supervision of residents in all facets of their daily lives to include physical, mental, emotional, social, and spiritual well-being. The YCS is responsible for implementing assigned treatment services, facilitating daily schedule of activities, maintaining accurate documentation of services, and assuring safety including crisis management for residents and staff.

Immediate Supervisor(s)

PPGH Director and Unit Coordinator

Requirements

1. Must be 21 years old.
2. Prefer Bachelor's degree in a mental health related field with at least one year experience. Must have a minimum of a high school diploma/GED with adequate education, training, and experience.
3. Demonstrate strong writing, verbal, and organizational skills.
4. Must have a valid driver's license and telephone.
5. Must be able to lift at least 25 lbs.
6. Must be able to physically restrain residents if necessary (training is provided).
7. Must pass FBI background investigation.
8. Ability to communicate with and advocate on behalf of residents.
9. Ability to maintain a professional appearance and demeanor at all times.
10. Ability to assess situations, identify potential safety issues, and independently initiate safe interventions.
11. Must be able to attend mandatory trainings and monthly staff meetings as scheduled. The YCS is required to participate in START training (within 90 days) and pass the written and physical skills test of Managing Aggressive Behavior (within 30 days) of employment. The YCS is also required to become certified (within 90 days) in Medication Administration and CPR/First Aid.

Responsibilities:

1. Responsible for daily supervision of residents and assisting in assuring that all client needs are met. Communicate with residents in an open-minded, caring way. Implement the daily program schedule in addition to organizing and carrying out activities with residents throughout scheduled shifts to teach youth to relate in a socially appropriate manner.
2. Maintain strict confidentiality of all client identities, records, and information inside and outside the facility.
3. Must understand and adhere to policy and procedure for documenting and reporting any suspected child abuse or neglect as required by law.
4. Maintain professional boundaries and healthy staff to client working relationships.
5. Responsible for therapeutically and effectively managing crisis situations and behavior support while following program policies.
6. Daily implementation of treatment plan goals and services for each resident. Supervise client family visits and other contact as needed. YCS will transport clients to school, activities, etc.

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7. Maintaining complete and accurate shift notes, incident reports, staff logs, medication logs, and vehicle/mileage logs daily. Answer telephone calls in a professional manner and document in the call log.
8. Ensure that bed checks are being completed and search protocols are being followed on a consistent basis.
9. Educate residents on emergency safety procedures and drills.
10. Responsible for keeping the facility clean and assisting in meal and snack preparation.
11. Be punctual for all scheduled shifts, remaining alert and awake at all times. You are expected to work your shift during inclement weather.
12. Responsible for completing the required minimum number of training hours per year (24 hours/full-time; 12 hours/part-time).
13. Other duties as required by program needs.

Competencies:

1. Understands and applies the agency policies and procedures (i.e. dress code and appearance, adherence to work schedules, completion of trainings, etc.).
2. Punctually attends meetings and trainings. Completes assigned trainings in adequate time frames and obtains the minimum number of training hours required within the calendar year.
3. Demonstrates dependability by consistently working scheduled shifts and following proper procedures when unable to work scheduled shifts.
4. Displays cultural competency by valuing the fundamental rights, dignity, and self-worth of all people including respecting age, culture, disability, ethnicity, race, religion/spirituality, gender, sexual orientation, marital status, socioeconomic status, or any basis proscribed by law.
5. Interacts with others in a professional manner and effectively navigates interpersonal differences. Maintains appropriate boundaries with supervisors, colleagues, and clients.
6. Demonstrates the ability to consult or seek supervision regarding concerns or issues and communicates effectively with colleagues and clients.
7. Understands and applies child and adolescent development principles. Demonstrates appropriate trauma-informed care skills when clients experience a crisis. Uses redirection and de-escalation techniques when dealing with stressful client interactions.
8. Practices person-centered care and uses active listening skills. Expresses empathy and care when communicating with clients. Engages youth in asset building activities and encourages empowerment.
9. Focus on youth, family, and community involvement in all aspects of the treatment process.
10. Identifies potential safety issues and takes measures to reduce risks and protect clients and staff.

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The YCS will receive training and be evaluated based on each of the above competencies and responsibilities. Your signature indicates you have reviewed and understand the job description.

This is an hourly position classified as eligible for overtime according to the provisions of the Fair Labor Standards Act. Marie Detty Youth and Family Services is an at-will employer. Employment is by mutual consent of the company and employee and either may terminate the relationship at any time, with or without cause or advance notice. This job is contingent upon funding; however, availability of funding is not a guarantee of continued employment, nor does it imply any specific terms of employment.

Employee Print Name

Employee Signature

Date

Supervisor Print Name

Supervisor Signature

Date