



Position Description

Title: Supervisor – Overnight Youth Care Specialist		
FLSA Class: Non-Exempt	EEO Category: Service Workers	WC Class: 9110
Job Title #: 1000093	Salary Grade:	
Date Approved: 11/26/2016	Purchasing Approval Level: I	
Revision Date:	Revision:	

Purpose of Position

This position is responsible to train, supervise, support and directs overnight youth care specialists; completes paperwork regarding scheduling and payroll. Supervisor ensures proper communication with food service personnel regarding number of children to ensure adequate food supply. Responsible for scheduling of overnight youth care staff and accurate recording of payroll data. This position reports to the Director of Cottage Life.

Major Duties (*Essential Element)

- Recommends for hire, supports, directs and supervises overnight youth care staff
- Provides back-up and support for youth care specialists.
- Arranges schedules and computes holiday/sick/vacation time for overnight youth care staff
- Oversees the dispensing of medications to residents
- Serves as a member of treatment team; communicates with other regarding children and staff issues
- Trains new overnight youth care specialists
- Acts as campus supervisor
- Fulfills all internal and external job training requirements
- Makes good use of volunteers' time and skills
- Transporting children is an essential function of this position*
- Ability to work as part of a team and to maintain a positive, professional helping role

Working Conditions

It is a Treatment milieu environment with adequate lighting and temperature.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to pass SCM training and utilize techniques as taught.

Must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

Youth Care Specialists and staff

Qualifications

Strong customer service focus, excellent time management, oral and written communication skills. This position requires proficiency in Word, Excel and email applications. A Class E driver's license with good driving record is needed to transport clients.

Required Education and Experience

- Bachelor's Degree in human service related field and two years' experience in child care capacity
- Skills required include crisis intervention, decision-making, and supervisory skills
- CPR/First Aid and Medication Aide I certifications
- Knowledge necessary to successfully fulfill this position's responsibilities include knowledge of emotionally disturbed; behavioral disordered children, physical/sexual abuse issues, child development, and behavior management techniques
- Ability to respond appropriately to cultural differences that exist among Great Circles diverse client base
- Demonstration of the conviction that people are able to change and that this attitude is fostered when a mutually respectful partnership exists between Great Circle personnel and the clients served

Preferred Education and Experience

- Experience working with volunteers
- Working with children and families in a trauma informed environment

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____