



Position Description

Title: Youth Advisor – Transitional Living Group Home TLGH		
FLSA Class: Non-Exempt	EEO Category: Service Workers	WC Class: 9110
Job Title #6000152	Salary Grade:	Purchase authority: 0
Date Approved: March 15, 2017		
Revision Date: March 1, 2021		
Revision: Format Only	Licensure:	

Purpose of Position

Youth Advisors play a vital role in creating a treatment milieu that ensures safety while providing positive youth development. Youth Advisors will focus on building positive trusting relationships with participating youth. These relationships will provide a context from which the Youth Advisor can teach, model and support youth in their acquisition of life skills. This position reports directly to the TLGH Supervisor.

Major Duties (*Essential Element)

- Serves as a mentor, teacher, coach, tutor and positive role model for all youth participating in the program
- Responsible for knowing where youth are at all times
- Arranges appointments, visits, phone calls and activities for older youth as assigned
- Monitors the client's ability to complete activities of daily living including but not limited; to getting up on time, personal hygiene, meeting school and employment obligations, meal preparation, budgeting, shopping and maintaining a clean living environment
- Works collaboratively with social services staff to ensure that youth are provided with ongoing opportunities to develop the life skills necessary for a successful transition to adult dependence
- Ensures that older youth participate in therapy sessions as scheduled

- Supervises youth recreational activities which include hiking, camping, soccer, basketball, etc.
- Give medication as prescribed or monitor the client's self-management of prescribed medication as approved
- Responsible for all prompt communication and act as a liaison both internally and externally for each client (i.e. with nursing, psychiatrist, school, parent, Children's Division, DMH, DJO, Parents, etc.)
- Assist clients in maintaining a schedule which prompts healthy development (i.e. establish appropriate mealtimes, curfews, and bedtimes)
- Teach and continuously model for youth daily living skills (i.e. manners, how to clean living area, work with a team, table etiquette, how to clean/maintain clothes, etc.)
- Transport and as appropriate, accompany client to local doctor or dental offices and special appointments
- Attend weekly staff meetings, changeover, team meetings, social services, department psychiatrist, and help in treatment planning and implementing the day to day service plan
- Log interactions and observations on each youth for each shift which should include recognition and documentation of client's strengths appropriately in their records
- Other duties as assigned for the betterment of Great Circle

Competencies

- Judgment – makes thoughtful decisions in a timely and confident manner
- Execution & Results – adapts to change, effectively copes with the unexpected, systematically problem solves, follows-through and ensures accuracy
- Customer Focus – properly interacts with others, works independently or with a team, ethically minded
- Motivation & Work Ethic – demonstrates personal integrity by operating in an accountable, reliable, and respectful manner
- Trauma Informed – demonstrates commitment to learn and apply trauma-informed principles, as appropriate by role, and to understand impact of stress and trauma to clients, colleagues and self

Required Education and Experience

- High School Diploma or equivalent

Preferred Education and Experience

- Bachelor's degree in human services field
- Experience work with children and families in a trauma informed environment

Qualifications

- Strong customer service focus
- Excellent time management
- Oral and written communication skills
- Proficient in Word, Excel and email applications
- Possess a Class E driver's license with good driving record and able to transport clients

Working Conditions

Treatment milieu environment. Lighting and temperature adequate.

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 Save Crisis Management (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

None

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

Employee printed name: _____

Employee signature: _____ Date: _____