



Position Description

Title: Lead - Youth Care Specialist		
FLSA Class: Non-Exempt	EEO Category: Service Workers	WC Class: 9110
Job Title #: 200295	Salary Grade:	
Date Approved: 12/6/2016	Purchasing Approval Level: 0	
Revision Date:	Job Class: Residential	
Revision:	Grant Funded: No	

Purpose of Position

Ensure that each cottage maintains a highly therapeutic milieu that reflects the Great Circle Model of Care principles. Trains, supports and directs other youth care specialists. This position carries out all programming on the cottage and assists with various tasks such as community outings and group activities while on the cottage. Position reports to the Cottage Life Supervisor.

Major Duties (*Essential Element)

- Works closely with cottage staff and clients to model appropriate relationships and to train model of care principles in the milieu*
- Works closely with Cottage Life Supervisors, clinical staff, and other Lead YCS, and other departments to ensure that cottage and milieu programs maintain high standards of performance and fidelity to established Model of Care principles, tenets, and expectations
- Ensures that milieu programs are operating in compliance with all Joint Commission standards, Missouri statutes and regulations, and Great Circle policies and procedures. Completes compliance documentation as requested*
- Ensures that all YCS are fully aware and informed on Client treatment plans and dispositional goals and that all medical and medication orders are completed as directed.*
- Ensures that all cottage areas are kept in good repair and are always maintained with the highest standards of cleanliness and are warm and inviting for clients, stakeholders, and staff.
- Completes schedules and other milieu logistics as requested

- Maintains positive behavioral role modeling at all times for internal and external customer service
- Ensures that all milieu documentation is completed in a timely and professional manner in the electronic Health Record.
- May support other cottages if necessary and immediately reports all cottage and campus concerns to on-call supervisor.
- Provides coverage and support to staff and other supervisors as needed.
- Transport clients
- Train new YCS on all policies, procedures and programming
- Planning community outings and staying within the given budget when necessary
- Planning and/or leading group activities on the cottage
- Tracking supply inventory for cottage
- Constant communication with the Cottage Supervisor about staff and residents

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 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

Functioning within stated budget

Supervisory Responsibility

No

Qualifications

Strong customer service focus, excellent time management, oral, interpersonal and written communication skills. Must be proficient in Word, Excel and email applications. Class E driver's license and CDL driver's license with good driving record, able to transport clients. Excellent physical condition and capable of assuming a leadership role in a stress-challenged program.

Required Education and Experience

- Minimum of one(1) year experience working with children in residential setting or similar environments
- Current, valid driver's license and meet Great Circle requirement for driver's insurance
- High School Diploma or GED

Preferred Education and Experience

- College experience

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

Employee: _____ Date: _____