



Youth Care Specialist-Part Time

Position Description

Title: Youth Care Specialist – Part Time		
FLSA Class: Non-Exempt	EEO Category: Service Workers	WC Class: 9110
Job Title: 1000221	Salary Grade:	
Date Approved: 12/2/2016	Purchasing Approval Level: 0	
Revision Date:	Revision:	

Purpose of Position

Provides for the physical and emotional needs of the children assigned to the cottage and facilitates a healthy group living experience. Participates in a multi-disciplinary treatment team in the care of children. This position reports directly to the assigned Cottage Life Supervisor. Position will have set hours every week. In certain locations those hours are primarily on Friday, Saturday, and Sunday.

Major Duties (*Essential Element)

1. Operate according to our model of care and program operations manual.*
2. Function within Agency's policies and procedures as outlined in Employee Handbook.*
3. Manage youth using safe crisis management without the need for therapeutic holds.*
4. Achieves positive outcomes for youth.*
5. Maintains the safety and security of the children in care and attends to their needs in a nurturing way.*
6. Provides complete documentation as required.*
7. Other duties as assigned

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

None

Supervisory Responsibility

None

Qualifications

Strong customer service focus, excellent time management, oral and written communication skills. Must be proficient in Word, Excel and email applications. Class E driver's license with good driving record, able to transport clients. Work hours primarily on Friday, Saturday, and Sunday.

Required Education and Experience

- HS diploma or GED
- Current, valid driver's license and meet Great Circle requirement for driver's insurance

Preferred Education and Experience

- Bachelor's degree in human services field
- Experience working with children and families

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

Employee: _____ Date: _____