



Full Time - Youth Care Specialist

Starting Rate of pay \$13.00

Schedule is 7 days on, 6 days off

Shifts are 2p-10p or 3p-11p during the week &

8am-10p or 9am-11pm on Weekends

Position Summary:

The Youth Care Specialist provides for the physical and emotional needs of the children assigned to the cottage and facilitates a healthy group living experience. This position participates in a multi-disciplinary treatment team in the care of children. The YCS reports directly to the assigned Cottage Life Supervisor.

Responsibilities:

1. Responsible for establishing and maintaining good relationships with appropriate boundaries with children.
2. Role models positive behaviors and coping skills for the children in his or her care, using a strength-based approach in all interactions.
3. Responsible for implementation of the treatment plan in the milieu.
4. Provides instruction and demonstration of basic living skills; such as proper personal hygiene, care of clothing and possessions, good eating habits, money management, and good use of structured and unstructured time.
5. Identifies and explains positive values that children are expected to express verbally and manifest in their behaviors.
6. Supervises children in and around the cottage area, assigns and supervises daily chores, keeps records of allowances earned and dispenses, assists with school homework, and encourages participation in recreational activities.
7. Completes all required paperwork, including cottage log, incident reports, communication logs, and other relevant documentation.
8. Assist in the planning, scheduling, and implementation of all on-site and off-site resident activities.
9. Responsible for proper administration of medications and first aid per GREAT CIRCLE guidelines and policies.
10. Keeps the cottage clean and orderly and in good repair, performs minor maintenance repairs, and through appropriate means beautifies the cottage grounds.
11. Learns and follows cottage programs and procedures as documented in the cottage and child care manuals.
12. Attends cottage team meetings, departmental, treatment, and planning meetings, and other meetings for the purpose of sharing information in regard to clients and to discuss other matters pertaining to cottage life.
13. Conducts self in a professional manner with children, coworkers, parents, and referral sources.
14. Completes required training as required.
15. Participates in special program components including but not limited to School in the Wilderness, Changing Prisms, community service activities, etc.

- 16. Transports residents to and from school, outings, appointments, etc.
- 17. Perform all other duties as assigned for the betterment of GREAT CIRCLE

Education and Experience:

- High School Diploma or GED; Bachelor’s degree or equivalent experience preferred.
- Strong written, verbal, communication, organizational, and interpersonal skills.
- Basic computer skills.
- Ability to read, write, speak, and understand English.
- Good customer service skills, ability to get along with families, children, referral sources, and staff.
- Emotionally and physically able to utilize agency approved techniques in de-escalation.
- Possess or obtain within 2 weeks of hire a current, valid Class E driver’s license and meet the GREAT CIRCLE requirements for insurance; exceptions made only by Director of Residential Services.

Physical Demands:

Amount of Time	None	Under 1/3	1/3 To 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to handle or feel				X
Climb or balance			X	
Stoop, kneel or crawl			X	
Talk or hear				X
Taste or smell		X		
Lifting up to 10 pounds				X
Lifting up to 25 pounds				X
Lifting up to 50 pounds			X	
Lifting up to 100 pounds		X		
Lifting over 100 pounds		X		

Date: _____

Printed Name: _____

Signature: _____

