

CHILDREN'S AID HOME PROGRAMS OF SOMERSET COUNTY, INC.

POSITION DESCRIPTION

RESIDENTIAL YOUTH CARE WORKER
(Residential Program)

Non-Exempt
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CASELOAD:

Adolescents 12 - 18 years of age. All essential functions are conducted within the framework of cognitive, physical, social, and emotional aspects of the developmental stage.

MISSION STATEMENT:

Our mission is to provide a continuum of quality services, which promote the emotional, behavioral, educational, and physical development of children, adolescents, and their families.

OVERALL PURPOSE:

This position provides direct supervision of adolescents in the Residential Program. This position coordinates and facilitates group activities as designated by treatment plans while initiating and promoting daily living skills and is responsible to promote positive interaction of the adolescents with peers and authority figures.

ESSENTIAL FUNCTIONS : (other duties may be assigned)

1. Assess and complete logs of each child's behavior during each shift.
2. Coordinate and facilitate group activities.
3. Supervise medication self-administration.
4. Participate in the performance appraisal process.
5. Attend training, in-service, meetings, and conferences as necessary and as directed to obtain 40 hours according to policy.

OTHER DUTIES:

1. Complete inventory of each child's belongings upon admittance to the program.
2. Perform regular fire drills.
3. Complete monthly summary form.
4. Perform other related duties as required.

SUPERVISION RECEIVED:

Supervision is received by the Residential Director.

SUPERVISION GIVEN:

Direct supervision of adolescents.

WORKING CONDITIONS:

1. Work indoors in adequate workspace, lighting, temperatures, and ventilation. (Smoke-free environment)
2. Moderate exposure to noise, disruptions, and stress.
3. Normal exposure to dust/dirt.
4. Subject to occasionally working flexible hours as needed to meet the needs of the job.
5. Work in conditions of potential outbursts of disruptive behavior of youth.
6. Travel occasionally as necessary to perform the essential functions of the job.
7. Will work on holidays.
8. No special vision requirements are necessary.

MENTAL/PHYSICAL REQUIREMENTS:

1. Must possess ability to record, convey, and present info, explain procedures, and follow instructions.
2. Must be able to stand and walk for long periods throughout the workday with intermittent periods of sitting/driving, occasionally bending, climbing stairs, stooping, twisting, and reaching as needed to carry out the essential functions of the job.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands, feet/legs, and torso as necessary to carry out the essential functions of the job.
4. Must be able to talk, hear, read and write.
5. Sedentary work with occasional lifting/carrying of objects up to 100 pounds.

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6. Must be able to practice Nonviolent Crisis Intervention and First Aid/CPR with youth as necessary.
 7. Must be able to operate a vehicle.
 8. Must be able to cope with physical and mental stress of the position.
 9. Must be able to pay close attention to details and concentrate on work.
 10. Must be able to mentally respond quickly to youth's needs during counseling sessions.

QUALIFICATIONS:

A. EDUCATION/TRAINING/LICENSE/CERTIFICATION

High School Graduate or General Education Degree (GED).

B. WORK EXPERIENCE

Two years of related experience and/or training with delinquent or at-risk youth is preferred.

C. CONDITIONS OF EMPLOYMENT

Must possess Act 33, Act 34, and FBI clearances.

Must attend 40 hours of relevant training per year.

Must be 21 years of age.

Attend annual HIPAA training.

KNOWLEDGE, SKILLS, AND ABILITIES:

PRIMARY POPULATION: Children/Adolescents

AGES: 12 – 18 years of age

1. Must possess knowledge of child/adolescent psychology, development and abnormal behaviors.
2. Knowledge of all applicable regulations, policies and procedures.
3. Must possess good communication skills, both orally and in writing, and possess good documentation and observation skills.
4. Requires flexibility, leadership skills, and good judgment.
5. Ability to establish and maintain effective working relationships with the children, their families, other staff, and other local agencies.
6. Must be a mandated reporter of child abuse.
7. Must be able to transport self and others.
8. Must be able to work in a stressful environment.
9. Follow all confidentiality and universal precaution guidelines.
10. Knowledge of and ability to use Nonviolent Crisis Intervention and First Aid/CPR.
11. Strictly adhere to all HIPAA requirements as a covered entity.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above job description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee and/or Candidate

Date

Signature of Supervisor or HR Representative

Date