

Sacred Heart Center  
Job Description for **YOUTH CARE WORKER**

**Summary of Position:**

The Youth Care Worker is primarily responsible for the care and supervision of youth residents at the Sacred Heart Center Child Services program in all facets (including physical, mental, emotional, social and spiritual well-being) of their daily lives. Youth Care Workers are also responsible for implementing assigned treatment services, maintaining accurate documentation of services and ensuring that the daily routine of the facility is upheld.

**Accountability:**

The Youth Care Worker is directly responsible to and supervised by the Child Services Director.

**Other Requirements:**

1. Must be at least 21 years old.
2. Minimum of a high school diploma or GED; prefer experience working in a residential setting or with adolescents who are vulnerable.
3. Demonstrate basic computer literacy and writing skills.
4. All Youth Care Workers participate in mandatory Residential Child and Youth Care Professional (RCYCP) Curriculum training. Upon completion of RCYCP training, each Youth Care Worker is required to take and successfully complete an examination in order to become a certified Residential Child and Youth Care Professional. Must be able to attend mandatory trainings and staff meetings as scheduled.
5. Must pass Central Registry of Child Abuse and Neglect check, criminal background checks and pre-employment drug testing.
6. Ability to communicate with and advocate on behalf of residents, to assure they are receiving all necessary services.
7. Ability to pass written and physical skills test in order to become certified in Safe Crisis Management, which includes physical restraints.
8. Ability to become certified in medication administration and follow procedure and direction from designated medical personnel.
9. Must be able to obtain Cardiopulmonary Resuscitation (CPR) and First Aid certification.
10. Must have a valid driver's license and telephone.
11. Must be able to lift 25 lbs.
12. Ability to maintain strict confidentiality of all personnel and client identities, records and information.
13. Ability to maintain a professional appearance and demeanor.

**Responsibilities:**

1. Responsible for daily supervision of youth residents and being aware of their whereabouts at all times. Responsible for assisting in assuring that all client needs are directly met. Supervising and communicating with clients in a non-judgmental, (caring but firm) manner. Implement the daily program schedule, in addition to organizing and carrying out activities with clients throughout scheduled shifts.
2. Maintain strict confidentiality of all client identities, records and information.
3. All members of the Sacred Heart Center staff are considered Mandated Reporters of suspected child abuse or neglect as required by law. Must understand and adhere to SHC policy and procedure for documenting and reporting any suspected child abuse or neglect.
4. Maintain professional boundaries with clients and demonstrate/ensure that healthy staff to client working relationships are maintained. Maintaining courteous and professional relationships with supervisor, co-workers, clients, client family members, placing agency staff and referral agency staff.
5. Responsible for managing crisis situations professionally and following agency policies and procedures related to emergencies.

6. Daily implementation of and adherence to assigned treatment plan services for each client. Supervise client family visits and other contact as assigned. Transporting clients to appointments, school, activities, etc.
7. Assist in admittance and discharge procedures of clients.
8. Daily maintaining complete and accurate records, incident reports, daily staff logs/vehicle logs and reading assigned logs daily. Answering and logging all telephone calls in a professional manner.
9. Ensure that bedroom checks, self-harm checks, drug tests, etc are completed per program procedures.
10. Educate clients on emergency safety procedures including but not limited to, fire and tornado drills.
11. Responsible for daily care of the facility and keeping it clean and in order with the help of the clients. Assist in meal preparation on weekends and when necessary.
12. Being present and punctual for all scheduled shifts including weekends and holidays and remaining awake and alert at all times. Serve as resource person and take on-call duties when designated by supervisor.
13. Attending all mandatory staff treatment team meetings. Responsible for attending all mandatory trainings as scheduled, in order to ensure that the required minimum number of training hours and competency areas per year are met and achieved.
14. Willingly assist in all other duties as assigned.

**Competency Areas:**

Youth Care Workers will receive mandatory training in the following areas:

1. Sacred Heart Center Administrative Procedures and Overall Goals
2. Understanding of Children's Emotional Needs and Problems that Affect and Inhibit their Growth
3. Family Relationships and the Impact of Separation
4. Substance Abuse-Recognition, Prevention and Treatment
5. Identification and Reporting of Suspected Child Abuse and Neglect
6. Principles and Practices of Child Care
7. Behavior Management Techniques
8. Use of Seclusion and Personal Restraint
9. Emergency and Safety Procedures
10. Cultural Sensitivity

Youth Care Workers through mandatory training will be competent in each of the above items. Youth Care Workers are evaluated based on each of the above competencies.

The Youth Care Worker's signature indicates that you have reviewed and understand the job description and this signed document will be a part of the employee's personnel file.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_