

Sacred Heart Center  
Job Description for **Lead Youth Care Worker**

**1. Summary of Position:**

The Team Coordinator is primarily responsible for overseeing the daily operations of the residential component of the Sacred Heart Center Child Services program and ensuring the daily implementation of group meetings, educational groups and activities for residents. The Team Coordinator is responsible for coordinating and ensuring that services are implemented for assigned treatment services, completing and overseeing that accurate documentation of services is maintained and that the daily routine of the facility is upheld. The team coordinator will provide mentorship and training to youth care workers to ensure that daily supervision and care of the youth is in compliance with Sacred Heart Children's Services policy and procedures.

**2. Accountability:**

The Team Coordinator is directly responsible to and supervised by the Child Services Director. Team Coordinator will adhere to a schedule provided by the director.

**3. Requirements:**

- A. Must be at least 21 years old
- B. Minimum of a high school diploma; would prefer a Bachelors degree in Human Services or related field and/or experience with working in a residential setting with adolescents who are vulnerable especially the emotional and behavioral populations.
- C. Demonstrate basic computer literacy and writing skills.
- D. Must pass Central Registry of Child Abuse and Neglect check, criminal background checks and pre-employment drug testing.
- E. Must be able to attend and assist in facilitating mandatory staff trainings and staff meetings.
- F. Ability to provide guidance, leadership to and coordinate activities of a group of co-workers.
- G. Ability to communicate with, advocate on behalf of, and assist in coordinating all necessary services for youth residents.
- H. Ability to pass written and physical skills tests in order to become certified to train staff in Safe Crisis Management, which includes physical restraints.
- I. Ability to become certified in medication administration and follow procedure and direction from designated medical personnel.
- J. Must be able to obtain Cardiopulmonary Resuscitation (CPR) and First Aid certification.
- K. Must have a valid South Dakota driver's license and telephone.
- L. Ability to lift 25 lbs.
- M. Must maintain strict confidentiality of all personnel and client identities, records and information.
- N. Maintain professional appearance and demeanor.

**4. Responsibilities:**

- A. All duties of Youth Care Worker as required.
- B. Forms a trusting relationship with the youth, provides and assures some stability along with nurturing and limit setting, demonstrating an understanding of the emotional needs of the youth at all times. Will also role model this to staff as situations arise.
- C. Communicating with Child Services Director and assisting with the overall daily operation of the program.
- D. Will report staff- related issues to director.
- E. Responsible for the weekly monitoring of school grades/reports and arrange after school tutoring with the school when warranted.
- F. Responsible for preparing a proposed monthly schedule of program staff members, for both daily operation and special activities. Adheres to daily shift schedule

- G. Establish, coordinate, track and ensure that a structured monthly calendar is being followed for recreational, educational and cultural activities for residents. This includes appropriate community based and in-house activities, groups and outings for residents.
- H. Assists and /or Facilitates meetings with and presentations from other agencies based on client and group needs. (Ex: Job Corps, Armed Forces, Four Bands Healing Center, Youth Diabetes Program, etc.) Works individually and as a group, when appropriate, on strengthening independent living skills of youth clients, educating them on furthering education and employment opportunities and connecting them with community resources
- I. Prepares, facilitates and ensures that a minimum of two treatment related and/or educational groups a week are conducted for residents during the school year and more frequently during holiday breaks and summer months. Must have prior approval from Sacred Heart Children's Services Case Manager and /or Director
- J. Assists in writing monthly client progress reports for placing agencies.
- K. Submit requests for, distribute and maintain necessary documentation of client allowances.
- L. Maintain complete and accurate records and written reports.
- M. Maintain complete and accurate documentation, which includes but not limited to, the initial review and ensuring that policy is followed up on incident reports.
- N. Assists with orientation, client intakes and assessment of newly admitted youth residents as well as discharge planning.
- O. Provides supportive services to the families of residents and is responsible for scheduling monitored visits with family members as requested by family and approved by placing agencies
- P. Assists with orientation of newly hired staff members of the Child Services program, attends outside trainings and provides the knowledge gained to co-workers by conducting both formal and informal trainings at SHC, and assists in identifying educational needs of others.
- Q. Helping cover shifts as a fill-in Youth Care Worker, including weekends and holidays if necessary in addition to any assigned shifts.
- R. Maintains a clean, safe and therapeutic living environment by assisting in keeping it orderly.
- S. Monitors camera recordings on a regular weekly basis and utilizes findings to provide safety for youth and guidance for Youth Care Workers. Findings must be written with times, dates and details of incidents. Report's findings to Director.
- T. Assists Facility Nurse with making arrangements for and coordinating transportation to medical, mental health, dental and vision appointments for clients.
- U. Assists with community education and outreach activities of SHC.
- V. Sharing on call duties and making independent decisions. Assists in crisis situations, staffing, client issues and transportation needs.
- W. Performs all other duties as assigned.