

## **Sacred Heart Center**

### **Youth Care Worker**

#### **Summary of the 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**

Child Services Director

#### **Requirements**

- Must be at least 21 years old, have a valid driver's license and working telephone.
- Minimum of a High School diploma or GED; prefer experience working in a residential setting or with adolescents who are vulnerable.
- Demonstrate basic computer literacy and writing skills with attention to detail and able to apply good time management skills.
- Must pass Central Registry of Child Abuse and Neglect check, criminal background checks and pre-employment drug testing.

#### **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 schedules shifts.
2. 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.
3. Responsible for managing crisis situations professionally and following agency policies and procedures related to emergencies.
4. 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.
5. Assist in admittance and discharge procedures of clients.
6. 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.

7. Ensure that bedroom checks, self-harm checks, drug tests, etc. are completed per program procedures.
8. Educate clients on emergency safety procedures including but not limited to, fire and tornado drills.
9. 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.
10. Responsible for daily care of the facility and keeping it clean and in order with the help of the clients. Assisting in meal preparation on weekends and when necessary.
11. 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.

### **Physical Demands**

Youth Care Worker must successfully complete Safe Crisis Management including the restraint component.

Occasional lifting normally not more than 25 pounds.

### **Wage Range**

\$12.00 (Base) - \$17.00 (Cap)

### **Competency Areas**

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

1. Sacred Heart Center Administrative Procedures and Overall Program Goals.
2. Children's Needs, Problems and Care
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.