



**Job Title: Youth Development Specialist – Full Time**  
**Reports to: Youth Leadership Specialist**  
**FLSA Status: Non-Exempt**

**POSITION SUMMARY:**

The Youth Development Specialist is responsible for working cooperatively with other treatment team members to provide a living environment that is safe, nurturing, and therapeutic at St. Vincent Home for Children. Development Specialists are responsible for overseeing therapeutic activities to facilitate the personal, social, and emotional development of young people.

**QUALIFICATIONS:**

- Must possess a bachelors or associates degree in social services or related field or a minimum of three years experience working with youth with adverse childhood experiences.
- Must become certified in Community CPR & First Aid and, Safe Crisis Management (SCM), within 90 days of hire, and maintain these certifications
- Must pass Central Registry of Child Abuse and Neglect check, criminal background checks and pre-employment drug testing and national fingerprinting scan
- Must possess a valid driver's license

**RESPONSIBILITIES:**

Carries out the Mission of St. Vincent Home by:

1. Facilitate programming, events and activities utilizing a Positive Youth development framework focusing on the 6 C's of Youth Development. This develops a sense of competence, usefulness, power and belonging among at-risk youth, youth experiencing homelessness, at-home/at-school youth and youth who see themselves as the leaders of the future
2. Facilitate psychoeducational groups using evidenced based curriculum to assist youth with age appropriate life skills development that they may need to live independently and develop healthy relationships
3. Provide a welcoming presence onsite for youth, parents/ guardians to engage with by answering questions, providing information, and facilitating engagement opportunities
4. Ensure services are provided in alignment with the program philosophies of Saint Vincent Home For Children, including Housing First, Harm Reduction, Trauma Informed Care, Strengths Based approach, and Positive Youth Development;

5. Work and communicate pertinent information to other Center departments and outside organizations agencies on youth events, resources, and youth development opportunities; to support the needs of residents
6. Assist with welcoming new intakes into the facility, work in milieu with a multidisciplinary team to meet the immediate or urgent needs, as well as longer-term needs of youth experiencing homelessness
7. Conduct one-on-one coaching sessions to educate or reinforce developmental skills learned for the purpose of reducing presenting symptoms and skill building
8. Reinforce the goals and objectives of individual treatment plans for residents by positively reinforcing strengths and addressing areas for continued development
9. Monitor behaviors and responds to irregularities or problems, which may include administering appropriate forms of consequences, including, but not limited to, use of a point level system, de-escalation techniques and initiating safe crisis management, to maintain the safety and security of the youth in care and attends to their needs in a nurturing way
10. Role model positive behaviors and coping skills for clients, using a strength-based approach in all interactions
11. Attends team meetings, and other meetings for the purposes of sharing information regarding clients and to discuss other matters pertaining to residential life
12. Follow the agency schedule for routine resident activities, assist residents to prepare for school, meals and other program activities, transport residents to and from school outings, appointments, etc
13. Supervises youth in and around the building, assigns and supervises daily chores, keeps records of points earned and dispenses, assists with school homework, and encourages participation in recreational activities
14. Responsible for proper administration of medications and first aid per SVHC guidelines and policies
15. Evening and night supervision may include room checks, laundry, and other duties as explained by the supervisor
16. Ensure that non-therapeutic notes, group notes, incident reports and required unit documentation are completed in a timely manner prior to the end of shift
17. Maintaining courteous and professional relationships with leader, co-workers, clients, client family members, and referral agency staff
18. As required by HIPAA guidelines, all St. Vincent Home for Children staff are required to refrain from discussing any resident behavior in the presence of other residents or disclosing resident identity outside of the facility
19. Act in accordance with all organizational and legal protocol, policies, and procedures
20. Other tasks as assigned

## **KNOWLEDGE/SKILLS:**

- The ability to work cooperatively with others to achieve shared goals, showing diplomacy and flexibility when there are conflicting opinions supporting other people's performance to achieve the best possible results
- The ability to take control of a situation and to lead by empowering others into an effective team. Inspiring and energizing others to carry out tasks and achieve goals by displaying a clear sense of direction and values
- The ability to relate to, and feel comfortable with, people at all levels and to be able to make and maintain good working relationships with co-workers, supervisors, representatives of other agencies, and the public
- The ability to write concisely and convey meaning in a manner appropriate to different readers, presenting a persuasive argument
- The ability to respond to, anticipate, and positively manage change, as it related to the youth
- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent tasks
- The ability to relate to your coworkers, inspire others to participate, and mitigate conflict with coworkers
- The ability to follow policies, regulations, and laws pertaining to the delivery of human services
- Knowledge in mental health, trauma, substance abuse, homelessness, etc
- Proficient in Microsoft Office, assessment tools, database systems, and Windows environment

## **COMMITTEE MEMBERSHIP:**

As assigned by Leader

## **SUPERVISOR**

Reports directly to shift Youth Leadership Specialist

## **APPLICATION INFORMATION:**

Qualified applicants should submit a cover letter and resume. Applications will be taken until the position is filled.

Respond to: Perry Hogan, Human Resources Generalist ([phogan@saintvincenthome.org](mailto:phogan@saintvincenthome.org))  
or mail to: 7401 Florissant Road, St. Louis, MO 63121



**Job Title: Youth Education Specialist – Full Time**  
**Reports to: Youth Leadership Specialist**  
**FLSA Status: Non-Exempt**

**POSITION SUMMARY:**

The Youth Education Specialist is responsible for working cooperatively with other treatment team members to coordinate the educational needs of children living at Saint Vincent Home for Children. This may include coordination of transportation to the youth's school. The Education Specialist will function as a liaison with all educational providers. The role of the Education Specialist is to provide academic support, role modeling, and mentoring in the vocational, school, and living environment to ensure the educational and vocational needs of the youth/young adult are being met.

**QUALIFICATIONS:**

- Must possess a bachelors or associates degree in social services or related field or a minimum of three years experience working with youth with adverse childhood experiences
- Must become certified in Community CPR & First Aid and, Safe Crisis Management (SCM) , within 90 days of hire, and maintain these certifications
- Must pass Central Registry of Child Abuse and Neglect check, criminal background checks and pre-employment drug testing and national fingerprinting scan
- Must possess a valid driver's license

**RESPONSIBILITIES:**

Carries out the Mission of St. Vincent Home by:

1. Coordinate and/or provide transportation to youth's home school when appropriate as determined through the individualized treatment plan
2. Coordinate overall educational needs and services for youth, including handling virtual education schedule, educational records, addressing special education recommendations, providing school supplies and arranging for testing if needed
3. Ensure access to additional support and explore alternatives to learning as needed
4. Work closely with youth and young adults to develop vocational interests and skills required for employment. This includes resume writing, job searches, completing applications, preparing for job interviews, and on the job follow-up/support
5. Maintain open and contact communication with youth's school, including teachers, counselors, and other appropriate personnel

6. Assist youth with submitting applications for higher education programs, apply for financial aid, get the necessary class materials, and accessing their classes, including ensuring appropriate
7. Assess participant's job readiness and determine needs, provide career counseling, and assist participant with meeting long and short-term employment and educational goals
8. Facilitate programming, events and activities utilizing a Positive Youth development framework focusing on the 6 C's of Youth Development
9. Ensure services are provided in alignment with the program philosophies of Saint Vincent Home For Children, including Housing First, Harm Reduction, Trauma Informed Care, Strengths Based approach, and Positive Youth Development
10. Conduct one-on-one coaching sessions to educate or reinforce developmental skills learned for the purpose of reducing presenting symptoms and skill building
11. Reinforce the goals and objectives of individual treatment plans for residents by positively reinforcing strengths and addressing areas for continued development
12. Role model positive behaviors and coping skills for clients, using a strength-based approach in all interactions
13. Attends team meetings, and other meetings for the purposes of sharing information regarding clients and to discuss other matters pertaining to residential life
14. Build relationships with potential employers and coordinate the placement of well-prepared youth into those opportunities
15. Develop relationships with community partners and other stakeholders to support participant's goals
16. Follow the agency schedule for routine resident activities, assist residents to prepare for school, meals and other program activities, transport residents to and from school outings, appointments, etc
17. Ensure that non-therapeutic notes, group notes, incident reports and required unit documentation are completed in a timely manner prior to the end of shift
18. Maintain professional boundaries with clients and demonstrate/ensure that healthy staff to client working relationships are maintained. Maintaining courteous and professional relationships with leader, co-workers, clients, client family members, and referral agency staff
19. As required by HIPAA guidelines, all St. Vincent Home for Children staff are required to refrain from discussing any resident behavior in the presence of other residents or disclosing resident identity outside of the facility
20. Act in accordance with all organizational and legal protocol, policies, and procedures
21. Other tasks as assigned

## **KNOWLEDGE/SKILLS:**

- The ability to work cooperatively with others to achieve shared goals, showing diplomacy and flexibility when there are conflicting opinions supporting other people's performance to achieve the best possible results
- The ability to take control of a situation and to lead by empowering others into an effective team. Inspiring and energizing others to carry out tasks and achieve goals by displaying a clear sense of direction and values
- The ability to relate to, and feel comfortable with, people at all levels and to be able to make and maintain good working relationships with co-workers, supervisors, representatives of other agencies, and the public
- The ability to write concisely and convey meaning in a manner appropriate to different readers, presenting a persuasive argument
- The ability to respond to, anticipate, and positively manage change, as it related to the youth
- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent tasks
- The ability to relate to your coworkers, inspire others to participate, and mitigate conflict with coworkers
- The ability to follow policies, regulations, and laws pertaining to the delivery of human services
- Knowledge in mental health, trauma, substance abuse, homelessness, etc
- Proficient in Microsoft Office, assessment tools, database systems, and Windows environment

## **COMMITTEE MEMBERSHIP:**

As assigned by Leader

## **SUPERVISOR**

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## **APPLICATION INFORMATION:**

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**Job Title:** Youth Recreation Specialist – Full Time  
**Reports to:** Youth Leadership Specialist  
**FLSA Status:** Non-Exempt

**POSITION SUMMARY:**

The Youth Recreation Specialist is responsible for working, leading, instructing, and guiding youth with adverse childhood experiences in arts and crafts, sports, games, music, drama, cooking, exercise, and outings. The role of Youth the Recreation Specialist is to work with young people in a residential setting to develop their abilities to interact with others in a team and increase their self-esteem.

An ideal Youth Recreation Therapist is creative, enthusiastic and can come up with new and innovative games and activities to keep the resident's engaged, all while building confidence in their abilities and promoting their teamwork skills utilizing the 6 C's of youth development. Recreation Therapist Specialists facilitate groups with the youth daily and coordinate additional activities for the campus.

**QUALIFICATIONS:**

- Must possess a bachelor's or associates degree in social services or related field or a minimum of three years experience working with youth with adverse childhood experiences
- Must become certified in Community CPR & First Aid and Safe Crisis Management (SCM), within 90 days of hire, and maintain these certifications
- Must pass Central Registry of Child Abuse and Neglect check, criminal background checks and pre-employment drug testing and national fingerprinting scan
- Must possess a valid driver's license

**RESPONSIBILITIES:**

Carries out the Mission of St. Vincent Home by:

1. Increase recreational knowledge and participation in the youth, to stimulate physical and emotional growth, to improve overall health and wellness, to demonstrate the benefits of recreation and to model these benefits such as teamwork, positive socialization, and good sportsmanship
2. Develops and promotes recreation program, including music, dance, arts and crafts, cultural arts, nature study, swimming, social recreation and games, or camping
3. Promotes life skills training through therapeutic activities
4. Maintain surrounding areas associated with this department: baseball, track, soccer fields, basketball court, MAE center and playground area

5. Assist in the design, implementation, and facilitation of various therapeutic recreation activities
6. Supervise daily recreational activities and participate with youth whenever possible
7. Promotes and coordinates participation in clubs and organizations as may be helpful to the development of individual youth
8. Prepare and submit reports and charts to reflect residents' recreational participation and progress
9. Manage inventory of recreation department supplies and equipment
10. Reinforce the goals and objectives of individual treatment plans for residents by positively reinforcing strengths and addressing areas for continued development
11. Oversees initial recreational assessment upon intake (within 5 days)
12. Introduces and trains new program activities, equipment, and materials to staff and youth
13. Maintain weekly activity schedule to include daily activities and weekend outings
14. Ensure services are provided in alignment with the program philosophies of Saint Vincent Home For Children, including Housing First, Harm Reduction, Trauma Informed Care, Strengths Based approach, and Positive Youth Development
15. Conduct one-on-one coaching sessions to educate or reinforce developmental skills learned for the purpose of reducing presenting symptoms and skill building
16. Role model positive behaviors and coping skills for clients, using a strength-based approach in all interactions
17. Attends team meetings, and other meetings for the purposes of sharing information regarding clients and to discuss other matters pertaining to residential life
18. Ensure that non-therapeutic notes, group notes, incident reports and required unit documentation are completed in a timely manner prior to the end of shift
19. Maintain professional boundaries with clients and demonstrate/ensure that healthy staff to client working relationships are maintained. Maintaining courteous and professional relationships with leader, co-workers, clients, client family members, and referral agency staff
20. As required by HIPAA guidelines, all St. Vincent Home for Children staff are required to refrain from discussing any resident behavior in the presence of other residents or disclosing resident identity outside of the facility
21. Act in accordance with all organizational and legal protocol, policies, and procedures
22. Other tasks as assigned



**KNOWLEDGE/SKILLS:**

- The ability to work cooperatively with others to achieve shared goals, showing diplomacy and flexibility when there are conflicting opinions supporting other people's performance to achieve the best possible results
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**COMMITTEE MEMBERSHIP:**

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