

YOUTH DEVELOPMENT SPECIALIST

FULL-TIME & PART-TIME

POSITION SUMMARY:

Under the direction of the Youth Leadership Specialist, 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. Specialists are responsible for planning, organizing and overseeing therapeutic activities to facilitate the personal, social and emotional development of young people. 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.

QUALIFICATIONS:

- Must possess a Bachelors or Associates Degree in Social Services or related field or a minimum of three years experience working with severely emotionally or behaviorally disordered children and adolescents
- Must become certified in Community CPR & First Aid and SCM, Safe Crisis Management, 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:

- Provide active development and guidance to the residents
- Communicate pertinent information to other treatment team members
- Obtain and maintain all necessary certification and training
- Review residents' treatment plans and goals
- Co-facilitate group therapy
- Conduct Psychoeducational groups using evidenced based curriculum
- Document daily case notes on residents every shift
- Conduct one-on-one coaching sessions to educate or reinforce developmental skills learned for the purpose of reducing presenting symptoms
- Facilitate community meetings within the residential setting
- Follow the agency schedule for routine resident activities
- Organize and leave recreational and leisure activities, both on-grounds and off-grounds
- Model appropriate behaviors and tone of voice
- Assist residents with clean-up of their residence
- Teach residents age-appropriate daily living skills
- Monitor and maintain personal possessions and clothing of the residents
- Assist residents to prepare for school, meals and other program activities
- Provide consistent, natural and logical consequences for maladaptive behavior

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- Utilize agency Positive Youth Development System focusing on the 6 C's of Youth Development
- 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.
- Complete all paperwork by end of shift
- Participate in shift leadership meetings
- Attend and participate in all mandatory meetings
- Transport residents as necessary
- Inform Leader of any problems or events
- Maintain confidentiality of residents' information at all times
- Complete duties on shift list
- Be familiar with all policies and procedures
- Other tasks as assigned

COMMITTEE MEMBERSHIP:

As assigned by Leader

SUPERVISOR

Reports directly to shift Youth Leadership Specialist