

JOB DESCRIPTION

YOUTH LEADERSHIP SPECIALIST

POSITION SUMMARY:

Under the supervision of the Development Coordinator, the Youth Leadership Specialist provides guidance, support, supervision and training to the Youth Development staff. The Leader primarily is responsible for overseeing the daily operations of the residential component of the LifePATHS and LifeFOCUS programs and ensuring the daily implementation of the schedule, groups and activities for residents. The Leader 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 Leader will provide mentorship and training to youth development staff to ensure that daily supervision and care of the youth is following St. Vincent Home for Children policy and procedures. In addition, the Youth Leadership Specialist provide quality crisis intervention and prevention services to the residents.

QUALIFICATIONS:

- Must possess a Bachelors or Associates Degree in Social Services or related field or a minimum of five years' experience working with severely emotionally disturbed children and adolescents.
- Must become certified in SCM restraint techniques, community First Aid/CPR, and Level I medication technician within 90 days of hire.
- Must pass Central Registry of Child Abuse and Neglect check, criminal background checks and pre-employment drug testing.
- Must obtain a Class E driver's license within 45 days of hire.
- Must be 21 years of age.
- Must be able to attend and assist in facilitating mandatory staff trainings and staff meetings.
- Ability to become certified in medication administration and follow procedure and direction from designated medical personnel.
- Must maintain strict confidentiality of all personnel and client identities, records and information.

RESPONSIBILITIES:

Carries out the Mission of St. Vincent Home by:

- All duties of Youth Development Specialists as required
- 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
- Assessing residents' needs during any crisis, including suicide lethality assessment
- Implementing crisis intervention services and trainings
- Maintaining shift schedule and holding staff accountable for working scheduled shifts

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- Providing physical restraint and/or utilization of quiet room according to SCM and agency guidelines
- Monitoring any resident placed in quiet room or comfort room
- Facilitating resident's de-escalation and processing event and consequences of the event with resident
- Communicating outcome of events to the apartment staff
- Preparing written reports and logs
- Providing relief childcare, as needed
- Providing orientation and training to shift staff
- Providing weekly group supervision to shift staff
- Responsible for monitoring staffing to census and minimizing utilization of overtime
- Scheduling and providing staff breaks
- Modeling crisis intervention and de-escalation techniques to childcare staff
- Maintain and instill cultural and socio-economic sensitivity to the service population
- Completing Supervisory Checklists
- Coordinate, track and ensure that a structured monthly calendar is being followed for recreational, psycho- educational and cultural activities for residents. This includes appropriate community based and in-house activities, groups and outings for residents.
- Communicating any and all concerns, incidents and disciplinary issues to Youth Development Coordinator
- Providing appropriate disciplinary response in event of staff performance problems
- Completing shift change-over with other supervisors, i.e. checking apartments for cleanliness and staff presence on shift
- Evaluating shift staff
- Assists with orientation, client intakes and assessment of newly admitted youth residents as well as discharge planning.
- Maintain complete and accurate records and written reports
- Assists with orientation of newly hired staff members of the Residential program, attends outside trainings and provides the knowledge gained to co-workers by conducting both formal and informal trainings at SVHC, and assists in identifying educational needs of others.
- Maintaining any necessary certifications and obtaining necessary training
- Attending and participating in monthly Supervisory staff meetings
- Helping cover shifts as a fill-in Youth Care Worker, including weekends and holidays if necessary in addition to any assigned shifts.
- Assists with making arrangements for and coordinating transportation to school, medical, mental health appointments for clients.
- 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.
- Other duties as assigned by the Youth Development Coordinator or Chief Clinical Officer

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COMMITTEE MEMBERSHIP:

As assigned by Development Coordinator

DIRECT LEADER

Reports directly to the Development Coordinator