**of**

**JOB DESCRIPTION**

POSITION TITLE: Youth Care Specialist Overnight

FLSA Designation: Non-exempt

EEO Category: Service Worker

Last Reviewed/Updated: 06/20/2022

**Job Summary:**

This position provides direct care to at-risk children and teenagers residing in the residential program, who are awaiting appropriate long-term placements during the overnight hours of the program. The staff are expected to assist the youth to overcome obstacles that contribute to placement instability. This position must be willing to work various hours/shifts to include evenings, weekends, and/or holidays with little notice. This position will report to the Youth Care Specialist Lead.

**Essential Functions:**

* Thoroughly review referrals for supervision which include the youth’s strengths, challenges, behavioral triggers, and personal preferences
* Ensure the safety of youth by following all proper regulations, safety recommendations and procedures each day
* Record information and document incidents as they occur to help keep track of problem behaviors or unsafe conditions
* Document all interactions with youth(s)
* Act as a resource when youth need guidance or advice about specific life situations or social issues
* Provide the youth their medication as directed and ensure proper storing and disposing of medications
* Transport children as needed to identified placements and programs
* Create a safe and caring environment for high-risk youth
* Ensure child is fed properly during supervision
* Maintain secure and safe area(s) where the supervision is being conducted
* Maintain accurate case notes, log entries, and other necessary client records. Complete an incident report on any facility damage, medical emergency, or any incident, which occurs out of the ordinary daily operational functioning of the supervision shift.
* Provide transportation as needed to facilitate placement or well-being of the child such as medical, dental, social, or educational appointments
* Supervise visitations between children and their families
* Organize, prioritize, and complete all work assignments by the established deadlines.
* Promote a respectful environment that fosters a positive, courteous and dignified atmosphere for participants, staff, and stakeholders.
* Keep supervisor fully informed of activities, pertinent issues, upcoming events and potential problems.
* Demonstrate effective oral and written communication skills in daily work.
* Makes a reasonable effort to adhere to established safety procedures and practices in the work area.
* Attend and successfully complete all mandated training courses.
* Adhere to all confidentiality rules.
* Displays understanding of, and sensitivity to, service population’s cultural and socioeconomic characteristics.

*This list of essential functions is not intended to be exhaustive. Partnership for Strong Families reserves the right to revise this job description as needed to comply with actual job requirements*.

*The position may involve acquiring, accessing, using, and safeguarding Protected Health Information according to applicable law and agency Policies and Procedures for Protected Health Information.*

**Minimum Qualifications:**

REQUIRED:

* High School Diploma or GED required.
* Three (3) years of experience in working with children and families.
* Must have a valid driver’s license, have an acceptable driving record, and have access to reliable transportation.
* Must be able to pass organization screening requirements, including state or federal background screenings as appropriate.

PREFERRED:

* Bachelor’s degree in social work or a comparable related human services field from accredited college or university.
* Two years of experience working with at-risk youth

**Skills:**.

* Acceptance of a variety of lifestyles, behaviors, and cultural and spiritual practices
* Strong personal boundaries
* Competent writing and data entry skills
* Patient and compassionate
* Flexible working hours
* Ability to drive both locally and throughout the state in connection with the duties of this position

**Physical Requirements:** Must be able to perform job specific requirements which include, sitting , standing, mobility, kneeling, bending, stooping, reaching overhead, speaking, hearing, reading comprehension, and the ability to lift and carry up to 30 pounds.

**Travel:** The position requires occasional travel outside the county, and throughout the state. Local travel is required to transport youth and other tasks as assigned based on the program needs.

PFSF is an Equal Opportunity/Affirmative Action/ Drug Free Workplace and does not tolerate discrimination or violence in the workplace. Applicants requiring a reasonable accommodation as defined by the Americans with Disabilities Act, must notify the Human Resource Department at 1-352-244-1527. Notification to the Human Resource office must be made in advance to allow sufficient time to provide the accommodation.

**Drug Free Workplace:**

PSF maintains and enforces a Drug-Free Workplace program. New employees are required to be drug tested prior to employment. In appropriate circumstances, current employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the Employee Handbook and set forth in the Drug-Free Workplace Policy, both of which are available through the organization’s inter/intranet.

**Signature Block:**

By signing below, I agree and understand that I must satisfactorily perform each responsibility set forth to continue my employment with PSF.

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**Employee Name (Print) Supervisor’s Name (Print)**

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**Employee Signature Supervisor’s Signature**

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**Date Date**