

RFAMILY RESOURCES, INC.
POSITION DESCRIPTION

Position Title: Youth Development Specialist III	Program: Residential
Position Level: Direct Service Worker	Reports to: Residential Supervisor

POSITION FUNCTION OVERVIEW:

This position is responsible for the care and direct supervision of clients in the residential program. This position also performs a variety of tasks related to the support of the residential program; management of client meals, facility maintenance and maintenance of a safe and healthy environment.

This position is the highest level of the Youth Development Specialist series and, as a result, will receive routine supervision.

PRIMARY DUTIES/RESPONSIBILITIES:

- Provides direct supervision and interaction with residents to include participation in all shelter activities.
- Performs intake screening and paperwork.
- Responds to incoming telephone calls, provides information and /or crisis intervention and produce written documentation.
- Transports clients as necessary to various community locations.
- Attends all mandatory agency and staff meetings.
- Monitors division of chores and completion of chores and overall client behavior and attitude to provide daily team rating.
- Must maintain order and cleanliness of shelter and report needed repairs and maintenance to supervisor.
- Supervises the self-administration of client medications and documents in appropriate shelter records.
- Verifies medication upon intake and each shift worked.
- Maintains client demographic information.
- Documents daily client interaction and case management contacts.
- Prepares/serves meals in cook's absence and supervise clean up as necessary.
- Coordinates/organizes activities/events for youth.
- Performs all other duties as assigned.
- Plans and leads all recreational activities.
- Monitors volunteers regarding client interactions, handling of crisis calls and all associated shelter functions.
- Conducts house meeting/life skills/more advanced psychoeducational groups.

- Consistently implements the program's Behavior Motivation system.
- Maintains food and supply inventory records as assigned.
- Serves as backup for NetMIS and HMIS data entry.
- Completes weekly van inspection and ensures cleanliness and safety. Reports findings to supervisor as needed.
- Ensures that client rooms are neat, clean and properly prepared for next youth.
- Performs in a leadership role among other YDS staff to ensure implementation of best practices.
- Serves as the trainer for all new incoming Youth Development Specialists.
- Provides input and feedback to Supervisor regarding programmatic efficiencies, employee efforts and youth services.
- Ensures compliance of safety protocols.
- Provides job shadowing for new employees on orientation status.
- Reviews shift notes for completeness and accuracy.
- Completes weekly facility check and reports issues to Residential Supervisor as needed.
- Completes timely review of log book for accuracy and completeness.
- All other duties as assigned.

QUALIFICATIONS REQUIRED:

- High school diploma or GED required. Associates degree in Behavioral Sciences or related field preferred.
- Four years general work experience with at least one year full time work in a direct contact role with youth at risk or an equivalent number of work hours in a part-time or volunteer direct contact role. An Associates degree in behavioral science or related field may be substituted for two years of general work experience.
- Ability to impart information to others in such a way that guarantees their understanding.
- Computer literacy and competency.
- Efficient planner - must be able to organize and schedule work priorities.
- Demonstrated ability to make decisions and judgements with youth safety and security foremost.
- Demonstrated ability to appropriately handle confidential and sensitive information.
- Demonstrated ability to accept responsibility.
- Demonstrated ability to accept and follow thru on supervisory direction.
- Demonstrated ability to establish appropriate relationships and to effectively influence teens in manner consistent with agency treatment philosophy.

- Demonstrated ability to work with individuals from a variety of cultural and ethnic backgrounds.
- Must demonstrate awareness, acceptance, and ability to work with the LGBT community
- Demonstrated understanding of youth development.
- Demonstrated use of behavior management skills and techniques.
- Demonstrated initiative to resolve parent/child conflicts
- Ability to communicate in a clear, effective manner both orally and written means.
- Background compliant with requirements of the Department of Juvenile Justice.
- Valid Florida drivers license, clear driving record and current automobile insurance.

POSITIONS SUPERVISED:

None

Employee's Signature

Date

Employee Print Name

Supervisor's Signature

Date