



## **Youth Care Worker II Graveyard - Girls Program**

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

**POSITION SUMMARY:** Provide supervision and management of the youth's daily living activities under direction of the Lead and Program Manager.

### **QUALIFICATIONS:**

- Bachelor's degree in Social Science or related field preferred.
- Minimum two years experience working with at-risk youth preferred.
- If you are required to drive a Community Works vehicle for your position: you must have a good driving record and a valid driver's license.
- If you are required to drive your personal vehicle for agency business more than 3 times an average month for your position: you must have a good driving record, a valid driver's license, and personal auto insurance with required personal liability minimum as mandated by Community Works insurance carrier. (Current personal liability amounts for Bodily Injury are \$100,000 each person, \$300,000 each occurrence).
- Current First Aid and CPR certification required.
- Must successfully pass a Background and Abuse Check.

### **SKILLS & ABILITIES REQUIRED:**

- Ability to handle confidential information concerning the Agency, clients, and program organizational plans, policies, and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Must be culturally competent and sensitive.
- Basic understanding of adolescent developmental issues and treatment needs for at risk youth.
- Ability to work collaboratively with other personnel or professionals.
- Good writing and verbal skills.
- Good organizational and time management skills.
- Good counseling skills.
- Able to deal effectively with crisis situations.
- Ability to take initiative as appropriate.
- Ability to complete tasks as required.
- Appropriate professional boundaries.

**ESSENTIAL FUNCTIONS:** (The essential function below include tasks that are integral to job performance and fundamental to accomplishing the job.)

#### Agency Responsibilities:

1. Promote the Agency in a positive manner to fellow employees, to our volunteers, and to people in the community.
2. Maintain confidential information concerning the Agency, clients, and program organizational plans, policies and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
3. Encourage teamwork through modeling and cooperative interaction with colleagues, volunteers, community partners, and community members.
4. Maintain a positive, professional demeanor.
5. Adhere to program expectations for employee conduct with youth, co-workers, families and professional community.
6. Learn and follow all Community Works and Lithia Springs policies, procedures and program agreements.

#### Supervision of Youth & Facility:

1. Responsible for providing supervision to youth and coordinating daily activities.
2. Responsible for safety and security of residents at all times.
3. Provide support counseling and crisis intervention as needed.
4. Responsible for the care and upkeep of facility and grounds.
5. Complete all administrative responsibilities.
6. Complete housekeeping responsibilities.
7. Responsible for completing all tasks assigned by Lead and Program Manager.

Graveyard Duties:

1. Complete housekeeping responsibilities.
2. Deliver medications (including psycho-trophic medications) to youth – adhering to all Medication Management Policy and Procedures.
3. Perform “head counts” in random order and times throughout the night.
4. Document each head counts (attendance) noting awake/asleep in the Sleep Log (randomly at 15-20 minute intervals).
5. Complete Attendance every night.
6. Complete ODE Breakfast counts daily.
7. Follow a predictable and structured schedule in the mornings before school.
8. Check that youth leave the house with appropriate school lunches.
9. Deliver youth to the school at 8:40 a.m. on school days.

Position Name: Youth Care Worker II Graveyard - Girls Program

Department: Lithia Springs

Supervisor: Program Manager

Revision Date: 8-12-15

FTE: 1.0       Exempt     Non-Exempt

Position #: 1514-300KB

Position Open: Until Filled

Send your cover letter and resume to be considered for this position.  
Please include the position name and position number  
in the subject line of your email and in your cover letter.

For open positions, check our website at [www.community-works.org](http://www.community-works.org)

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