

## Youth worker

- JOB GOALS:**
- **To assist youth, through the process of accountability, encouragement, and compassion, to make the necessary life changes in order to become responsible adults.**
  - **To ensure the quality of care and services provided by HHYS to the youth, parents, and community.**

### Performance Areas Include:

#### TRAINING

- A. Complete 40 hours of training annually (SCM and CPR to be completed annually).
- B. Attend staff meetings
- C. Read staff meeting notes and sign signature sheet, if excused from the staff meeting.
- D. Keep informed of developments in the profession by attending seminars, and work shops, reading professional journals, and other activities.

#### UNIT MAINTENANCE

- A. Maintain the upkeep of the unit and premises.
  - 1. Complete chore checks and room checks.
  - 2. Report any necessary repairs to Unit Supervisor.
  - 3. Assure that lawn care is completed as scheduled, to include mowing, raking, and weeding.
  - 4. Attend to snow/ice removal as needed and oversee premises, inside and out, are free of hazards and maintained.
  - 5. Assist in the organization and cleanliness of staff office and all its contents, client files, etc.
  - 6. Maintain sanitary needs of the unit.

#### EMERGENCY PROCEDURES

- A. Conduct fire drills and fire safety group, under the direction of Unit Supervisor.
- B. Assure Health and Safety Plans are complied with to prevent medical and behavioral crisis.
- C. Provide the safety of all youth by utilizing Safe Crisis Management when there is danger to a client or another; Implement Restrictive Procedure Plan as needed.
- D. Transport clients for medical evaluation when a medical emergency exists (use 911 when life threatening).
- E. Report any episodes of staff misconduct as noted in the Staff Handbook or Counselor Guide to Unit Supervisor.

#### SUPERVISION

- A. Provide the safety of all youth by completing and documenting observational checks.
- B. Oversee the use of power equipment by youth.
- C. Ensure all poisonous materials are kept locked.
- D. Utilize search and seizure, as needed, under agency policy to protect others residing or working at the agency.
- E. Oversee daily activities of the youth as it pertains to agency structure and individual needs.
- F. Participate and supervise community outings with youth to include group recreation, appointments, service work, etc.
- G. Abide by the professional conduct policy in regards to maintaining professional boundaries and ethical behavior.

## **PUBLIC RELATIONS**

- A. Assure favorable relations with outside agencies, families, school personnel, community members and businesses and visitors through implementation of the RAVING FAN concept.
- B. Maintain contact with families, as applicable, regarding client progress, concerns, and questions.
- C. Ensure the rights of clients and parents are adhered to.

## **PROGRESS MONITORING**

- A. Implement the philosophical approach of the agency to the residents that involves primarily disapproval of the behavior while maintaining acceptance of the individual. Ensure residents are not being discriminated against or being abused, mistreated, threatened or harassed in any way.
- B. Demonstrate knowledge of client goals, as applicable, and provide opportunity for goals to be implemented as written, when applicable.
- C. Complete general sessions on clients, as assigned, based on goals, or general issues as identified.
- D. Utilize skill building materials in working with residents on accomplishing goals.
- E. Review monthly progress on goals with assigned clients.
- F. Report progress with client's goals and other areas of need at staff meetings.
- G. Provide positive role modeling to clients through compliance with agency rules and expected behavior.

## **DISCIPLINE**

- A. Adhere to philosophical approaches regarding agency discipline procedures.
- B. Maintain client accountability for misbehavior by ensuring discipline is handled in a timely fashion and consistent with agency policy.

## **INTAKE/DISCHARGE**

- A. Oversee that each new client is warmly received and is orientated to the unit, staff, and residents, upon intake to include review of the rules, physical layout of the unit, daily routine, fire safety principles and exits.
- B. Participate in discharge preparation for residents.

## **OTHER**

- A. Serve as medication officer as assigned to include implementation of all components of the medication cycle-administering, observing, reporting, counting, and documenting.
- B. Remain up-to-date of agency policies and changes through reading memos and knowledge of agency Counselor Guide.
- C. Maintain compliance with 3800 regulations as outlined within the Counselor Guide and through participation in training session at time of hire.
- D. Maintain valid driver's license and good driving record. Report any driving restrictions to immediate supervisor.
- E. Ensure client safety when transporting through use of safety belts for all parties and complying with state speed limits and laws.
- F. Provide support and encouragement to fellow employees regarding following of policies in a consistent manner while also maintaining favorable working conditions and relationships through the disregard of gossip and complaining remarks regarding agency policies and personnel.
- G. Follow agency guideline as noted within the Counselor Guide for documentation of logs, counseling sessions, and various agency forms.
- H. Adhere to employee policies, as noted in the staff handbook.
- I. Other related child care responsibilities as assigned.

