

**St. John's Home for Children**  
**Job Description**  
**RESIDENTIAL YOUTH CARE WORKER**  
**December 1, 2008**

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**QUALIFICATIONS**

1. Minimum of High School diploma or equivalent. Prefer Bachelors or Associates degree in a Human Services related field.
2. Prefer minimum of one year of experience in childcare, particularly in a residential setting.
3. Approved Medication Assistive Personnel (AMAP) approved or AMAP eligible and must maintain AMAP status upon its attainment.
4. Valid drivers license.
5. Be in good physical health, have physical stamina, and have the ability to work under pressure and stress in a fast paced work environment.
6. Demonstrated good writing/typing skills. Possesses active computer literacy and skills.
7. Demonstrated ability to work positively with others, participate and contribute constructively to team problem solving.
8. Demonstrated ability to be flexible and to function within a changing work environment.
9. Ability to accept direction and supervision
10. Willingness and ability to attend training as scheduled.
11. Ability to be sensitive to the cultural, ethnic, racial, spiritual, sexual orientation, and gender differences of consumers and personnel.

**POSITION OVERVIEW**

The Residential Youth Care Worker position is primarily responsible for the daily care and supervision of all consumers in all facets (e.g. physical, mental, emotional, social and spiritual) of their daily lives to help the agency meet its mission. This position is also primarily responsible for the daily implementation of assigned treatment services to all consumers.

**RESPONSIBILITIES**

1. Daily implementation of assigned treatment plan services, including but not limited to, skills and character education development, behavior management implementation, crisis services, supportive counseling – as qualified -, and transportation services.
2. Supervise consumer family visits, and other family contacts as assigned, and accurately document all family contacts.

3. Daily complete all assigned logs (e.g. Midnight log, targeted objectives log, etc.).
4. Responsible for daily supervision of the consumers and being aware of where consumers are at all times.
5. Document daily, by the end of the shift, all services provided to consumers. Responsible for ensuring that all documented services meet program guidelines (e.g. Medicaid guidelines, etc.) and are accurate. Specifically responsible for ensuring that the date of service and start and stop (and total time) time are accurately identified.
6. Implement assigned assessments as scheduled and within required time frames.
7. Implements the daily program schedule and meets daily expected level of service provision.
9. Assist in ensuring that the agency implements and meets all Approved Medication Assistive Personnel program regulations and requirements.
10. Assist in ensuring that all licensing and best practices requirements related to the youth cottage and program are implemented.
11. Aid in the on-going implementation of the agency's Continuous Quality Improvement (CQI) program.
12. Participate in treatment plan meetings as scheduled.
13. Responsible for reading and being familiar with all consumer treatment plans.
14. Meet daily with team partners to determine consumer case assignments for the day and to specifically plan proactive services and activities to be provided and documented.
15. Read daily the consumer information board and appointment board for updated information on consumers (e.g. restrictions, appointments, school information, incident reports, awards, etc.).
16. Ensure that consumers arrive at scheduled appointments promptly.
17. Attend and constructively participate in direct care staff meetings and case reviews and other meetings as scheduled
18. Responsible for attending all trainings as scheduled, to ensure that the required minimum of training hours per month and year are maintained and achieved.
19. Responsible for the daily care of the cottage (e.g. straighten up after one's self, ensuring that youth clean up after themselves, leaving cottage, laundry area, office area, and kitchen clean for the next shift, organize clean up of the outside area when needed to assure that all items - recreation equipment, chairs, etc.- are placed back into their proper place).
20. When consumers are not present, willingly assists in other duties (including, but not limited to, cooking/meal preparation, shopping, cleaning, filing, organizing staff office, conducting and maintaining inventory of medical and clerical supplies,) as assigned by Administrative Team members.
21. Ensure that youth room checks are conducted daily and the room check/work incentive form is accurately completed daily.
22. Ensure that all allocated weekend money spent is accounted for through the use of receipts.
23. Demonstrate sensitivity and respond proactively to the needs, feelings and struggles a youth is experiencing and provide a caring yet structured environment for consumers.

24. Assist in making holidays and special events meaningful experiences for youth (e.g. birthdays, Christmas, Easter, trips, etc.)
26. Responsible for contributing to the team in building and maintaining the program of the agency.
27. Participate and contribute to team problem solving.
28. Act as a “Prime Worker”, as assigned, for youth, to advocate on behalf of assigned consumers to assure the consumer is receiving all necessary services.
29. Responsible for assisting in assuring that all consumer needs are directly met (e.g. clothing, personal hygiene, school supplies, bedroom needs, etc.).
30. Responsible for responding professionally to crises, and following agency policies and procedures related to emergencies.
31. Responsible for documenting all restriction logs and accompanying service follow up notes to the restriction, incident/accident reports and accompanying follow up service notes to the incident/accident, completely and prior to the end of the shift.
32. Responsible for providing Administration in a timely fashion all required and necessary items, (e.g. annual physical, annual tire test, documentation of all trainings/educational courses/classes attended, etc.) on an ongoing basis.
33. Demonstrate strict confidentiality and security of all consumer records and information.
34. Document and report any suspected abuse/neglect with appropriate staff members and with appropriate agencies as required by law and to function as a “mandated reporter”.
35. Assist in providing youth with opportunities to participate in appropriate activities in the community.
36. Implement special tasks and assignments as scheduled.
37. Demonstrate a willingness and ability to accept direction and supervision.
38. Demonstrate positive, professional attitude (e.g. courteous and respectful to consumers, families, co-workers, supervisors, etc.).
39. Assists in meal preparation on weekends and when necessary.
40. Accurately and completely utilize the time clock for time cards.
41. Obtain approval for all overtime worked (with written explanation for why overtime was worked) (as outlined in Personnel Handbook).

### **SUPERVISION**

The Youth Care Worker is directly responsible to and is supervised by, the Assistant Director.