



# THE COVERING HOUSE

SAFETY. DIGNITY. FREEDOM. COVER Care™

<b>Job Title:</b>	Youth Development Specialist	<b>Department:</b>	Residential
<b>FLSA Status:</b>	Full-time; Part-time, PRN Non-Exempt	<b>Reports to:</b>	Residential Manager, Program Director
<b>Days of Work:</b>	Monday-Sunday 7-3:30; 3-11; 11-7:30; regular weekend rotation, Holidays	<b>Direct Reports:</b>	None
<b>Last Revision:</b>	12/2022		

**PRIMARY OBJECTIVE:** Through supervision and role modeling, provide a consistent, safe, and therapeutic environment for sexually exploited/trafficked girls. This position is responsible for identifying and meeting the everyday needs of girls, including housekeeping, food, shelter, security, personal hygiene, and health services. The work also involves participation in group, classroom and recreation activities. This position is responsible for implementing program, policies and procedures in everyday activities.

**ESSENTIAL JOB FUNCTIONS:**

1. Ensure a safe and secure environment by:
  - a. Consistent supervision of clients; client's whereabouts are known at all times. Must remain alert and aware at all times while supervising clients.
  - b. Active involvement in programming developed for and about clients.
  - c. Monitor client(s) physical well-being and utilizes all available nursing resources. Observe, receive and otherwise obtain information from all relevant sources.
  - d. Must be committed to helping clients make choices that are effective, positive, and safe to their well-being.
  - e. Must be able to perform all JIREH certified physical intervention techniques to provide crisis intervention and for annual certification.
  - f. Provide intervention in accordance with approved techniques, including:
    - i. Non-verbal intervention
    - ii. Verbal intervention
    - iii. Physical intervention when a client is a danger to themselves or others, according to policy.
  - g. During overnight shift performing regular bed-checks in accordance with The Covering House's established policies and procedures, and monitoring security cameras.
  - h. Follow mandated abuse and neglect reporting procedures.
  - i. May be required to work longer shift than scheduled, unusual hours, and/or without regular breaks, if staffing needs dictate, in order to maintain a five to-one child-to-staff ratio at the residential per TCH policy to meet State regulations of 1 to 6 ratio.
2. Responsible for participation and continuation of client's treatment, including:
  - a. Being familiar with each resident's treatment needs and treatment plan.
  - b. Provide personal assistance, appropriate medical attention, emotional support or other personal care to residents.
  - c. Supervise and/or dispense any medications; record medication documentation.
  - d. Implementation of treatment plans and special treatment programs.
  - e. Facilitation of community groups, goal groups, and psycho-educational groups as assigned.
3. Responsible for effective and efficient communication, including:
  - a. Daily and appropriate charting of client information.
  - b. Thorough and professional communication to departing, present and incoming colleagues (written and verbal).
  - c. Tactful and positive communication with all other personnel as needed.
  - d. Clear and consistent communication with clients.
  - e. Utilization of standardized forms for written communication purposes.
  - f. Submission of all necessary reports to supervisor prior to shift end. Reports must be complete and approved by supervisor before employee departure.
4. Responsible for establishing and maintaining interpersonal relationships:
  - a. Developing constructive and cooperative working relationships with clients and colleagues alike by maintaining a positive working environment.

- b. Responsible for assisting in the development and building of teams by encouraging and building mutual trust, respect, and cooperation among team members.
  - c. Demonstrates and enforces appropriate boundaries with clients and staff. (including physical, emotional, personal, and professional boundaries)
  - d. Act as a responsible role model for the clients.
  - e. Resolving conflicts and negotiating by handling complaints in a professional manner, and following the appropriate chain of command.
  - f. Settling disputes amongst colleagues and clients by utilizing the appropriate resources.
5. Responsible for decision making and problem solving:
- a. By analyzing information and evaluating results to choose the best solution and solve problems.
  - b. By identifying, detecting, or assessing potential problems prior to occurring and proactively addressing the issue.
  - c. Utilization and knowledge of The Covering House Policies and Procedures and Client Handbook may be required in order to adequately respond to any given situation.
  - d. Utilization of other available resources, such as seeking the assistance of supervisors or therapists, when necessary.
6. Shows excellence and mastery in the following areas:
- a. Willing and accepting of change and exercise sound judgement.
  - b. Demonstrate consistency when interacting with clients.
  - c. Knowledge of programming and rules.
  - d. Continuously demonstrate team work; show a desire to help other YDSs improve through mentoring and guiding, willing to assist in the development of new staff, show initiative in managing and completing necessary tasks, ensure supplies and essentials are available or contact purchasing coordinator to order.
  - e. Knows and enforces expectations in the home, during recreation, classroom instruction, and group.
  - f. Is current in trainings – has, or is on track to receive, 40 hours of training, annually.
7. Be familiar with and follow mandated abuse and neglect reporting procedures.
8. Follows attendance policy, is punctual to shifts and meetings, and attends all required trainings

**ADDITIONAL RESPONSIBILITIES:**

1. Perform housekeeping duties, including but not limited to, light laundry, light dishwashing, meal planning and preparation.
2. Function as drivers and/or supervise clients for activities outside the home, as needed.
3. Be willing to give and receive constructive criticism in a team setting.
4. May be asked to provide coverage in other areas as assigned by the supervisor.
5. Represent The Covering House in a positive and professional manner at all times.
6. Comply with all policies, rules and regulations established by The Covering House and statutes enacted by the State of Missouri, as a condition of employment.
7. Serve on committees, as assigned.
8. Other duties, as assigned.

**QUALIFICATIONS:**

1. Must be 21 years of age.
2. Must have a high school education or equivalent. A bachelor's degree **or** two years of post-high school education with at least two years of experience working with children in a group care setting is preferred.
3. Must have a strong work ethic.
4. Computer Skills: Ability to interact with email and light typing.
5. Must possess a valid Class E driver's license and good driving record. This employee must be able to transport clients in accordance with licensing standards.
6. Must be able to pass all background and fingerprinting checks. May not have a substantiated report of child abuse or neglect.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demand and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. *Physical demands:* While performing the duties of the job, the employee is occasionally required to walk; run; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; balance; twist; stoop; bend; talk and hear. The employee must occasionally lift and/or move up to 25 lbs. and push/pull or resist force during a physical restraint. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
2. *Work Environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time during transports, recreational activities, and outings. Every-other weekend rotation is required. Must maintain a five-to-one child-to-staff ratio at the home at all times, per State regulations. May be required to work without regular breaks due to staffing, safety, or various other issues. May be required to come in or stay past scheduled time. Shifts can be very long or unusual hours due to the needs of the home.

**JOB DESCRIPTION REVIEW ACKNOWLEDGMENT**

**GENERAL SIGN OFF:** The employee is expected to adhere to all company policies. Employee acknowledges and understands that The Covering House reserves the right to modify the contents of this job description or to assign alternate and additional duties and responsibilities. Nothing in this job description is intended to alter or alters the at-will nature of employees' employment at The Covering House.

I have read and understand this explanation and job description

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print: \_\_\_\_\_