

JOB DESCRIPTION

POSITION TITLE: Supervisor - Youth Care

SUPERVISED BY: Program Manager

SUPERVISES: Youth Care Workers

PURPOSE OF POSITION: To ensure the implementation of each Youth's ITP, to ensure that the Youth Care Workers are actively involved in the implementation of Youths' educational, employment and treatment goals, to monitor all Program communication, i.e. log entries, incident reports, phone/written communication to supervisor, families and to external bodies, to provide supervision for staff, Youth, and space (milieu/grounds), to provide for adequate 24 hour coverage of program.

ESSENTIAL QUALIFICATIONS:

- Master's Degree in psychology, social work, child care, special education, or related field, with course work in areas pertinent to child care, and/or comparable experience.
- Ability to manage and supervise people.
- Ability to work a minimum of three nights per week, until at least 9:30 p.m. or 10:00 p.m., depending on the needs of the specific program.
- Ability to work in an interdisciplinary team approach model.
- Experience in residential treatment.
- A valid Illinois driver's license, ability to drive a van, maintain a clear driving record, and retain driving approval through the Department of Children and Family Services.
- Regular and predictable attendance.
- Ability to work both independently and as an active team member.
- Excellent interpersonal, oral, and written communication skills.
- Maturity and sensitivity to cultural and individual differences.
- Ability to maintain professional demeanor while exercising judgment and discretion in work.
- Ability to follow oral and written instructions.
- Ability to read and interpret documents such as operating and maintenance instructions, procedure manuals, and professional journals. Ability to write reports and correspondence.
- Proficiency in Microsoft Word and Excel, as well as the ability to become proficient in other software packages and programs.
- Ability to maintain confidentiality.
- Ability to lift and/or move up to 40 pounds, and with proper training, be able to physically restrain youth.
- Commitment to the mission, values, and goals of the Agency.

ESSENTIAL FUNCTIONS:

- Supervise the provision of therapeutic services, as appropriate.
- Support and implement the policy and philosophy of the Agency and program.
- Demonstrate a commitment to one's personal and professional growth, i.e., training.
- Participate in all supervisory meetings appropriate for job function.
- Work collaboratively with other Youth Program departments.
- Ensure Youth Care coverage for all shifts.
- Provide flexibility with own schedule.
- Provide weekly supervision to direct Youth Care Staff.
- Ensure that Staff are held accountable for their responsibilities.
- Be able to read, analyze, and interpret professional periodicals, professional journals, or governmental regulations.

RECEIPT AND ACKNOWLEDGMENT:

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- This job description in no way states or implies that these are the only duties to be performed by the jobholder. Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Agency.
- I have read and understand this job description.

This job description was accepted by:

Supervisor

Date

Mercy Home for Boys & Girls (The Mission of Our Lady of Mercy, Inc.) is a non-profit Illinois Corporation and an equal opportunity employer.