

JOB DESCRIPTION

POSITION TITLE: Part Time Youth Care Worker

SUPERVISED BY: Supervisor – Youth Care

SUPERVISES: No One

PURPOSE OF POSITION: To act as an advocate, educator, coach and role model for the Youth of Mercy Home for Boys and Girls, and to support and implement the policy and philosophy of the program and the Agency.

ESSENTIAL QUALIFICATIONS:

- At least 21 years of age.
- Bachelor's degree or equivalent experience.
- At least two years experience working with youth.
- 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:

- Be responsible for the implementation of each Youth's Individual Treatment Plan, in particular specific Youth case load.
- Ensure the Youth's educational, employment and treatment plans are followed.
- Be responsible for timely and accurate communication within program, i.e., incident reports, contact with Youth's families, supervision, and all log entries.
- Build a therapeutic relationship with Youth by being a teacher and a coach.
- Provide leadership for the Youth in the provision of a healthy living environment, i.e., consistent and supportive supervision of Youth's life space.
- Participate in supervisory meetings appropriate for job function.
- Restrain Youth as necessary.
- Provide transportation for Youth as necessary.

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:

Part Time Youth Care Worker

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.