



JOB NOTICE

Date Posted: July 22, 2019

Date closed: August 8, 2018 or until filled

APPLICATION PROCEDURES: Send letters of intent and resume, preferably with completed application to:
HR Box-PT/YCW, COMPASS Family and Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

Department: Daybreak Youth Crisis Shelter

Title: Youth Care Worker/Job Coach

Salary \$: Part time. \$11.00 per hour

Shift: Day turn (1pm-5pm; M-F)

General Duties:

1. MENU PLANNING, GROCERY SHOPPING, FOOD STORAGE, AND MEAL PREPARATION:
Assist in preparing a varied weekly menu in consideration of existing food inventory, agency budgetary guidelines, and generally accepted principles of healthy eating, using guidelines from USDA or US Department of HHS. Prepare grocery lists in accordance with menu needs and shop as needed. Maintain a well-organized, safe food storage system, adhering to temperature and Health Department guidelines. Prepare balanced, nutritious meals in accordance with USDA. Dispose of food no longer safe to consume.
2. INDEPENDENT LIVING SKILLS/COACHING:
Provide information on proper nutrition and healthy food choices to Daybreak residents. Work with Daybreak residents to provide training on menu planning, grocery shopping, food storage, and meal preparation. Incorporate education on maintaining a food budget and price comparison shopping.
3. YOUTH CARE WORKER DUTIES:
Monitor/supervise resident activity and provide supportive environment for residents in the shelter. Provide crisis intervention/de-escalation to minimize problematic resident behavior

as needed. Provide Youth Care Worker shift coverage, as needed, to include: assuring that the building is properly secured; monitoring security cameras and conducting regular safety checks of the building and residents; assuring that residents have basic supplies including clothing, linens, towels, and personal care items; taking referrals; completing intakes and discharges; transporting residents to and from school, work, and activities; monitoring chores completion; monitoring residents' self-administration of medications; and maintaining proper documentation on medication paperwork. Answer incoming calls and complete daily communication logs as needed.

MISCELLANEOUS:

1. Be sensitive to the special dietary needs or restrictions of persons served (such as medical problems, secular requirements, and lifestyle choices such as vegetarianism) and make reasonable accommodations in the planning and preparation of meals.
2. Ability to relate to and work with clients, including but not limited to: demonstrate ability to accept behavioral and cultural differences in clients; provide constructive criticism and positive encouragement to clients; and provide warmth, positive regard, and healthy boundaries in relationships with clients.
3. Maintain First Aid and CPR certification, obtain annual TB test, and fulfill annual training requirements.
4. Must remain awake and is not permitted to have visitors while working.
5. Other duties as assigned by supervisor.

QUALIFICATIONS FOR JOB:

Education/Experience: Minimum of high school diploma. College level training in human services preferred.

Technology: Must have working knowledge and experience in using Microsoft Office products. Experience with database entry would be beneficial.

Miscellaneous requirements: Criminal background check; Pre-employment drug screen; TB test, Mini-Physical and First Aid/CPR. The position requires use of COMPASS vehicle and transportation of clients. Therefore, must meet COMPASS automobile liability insurance carrier guidelines to be insurable under the COMPASS policy. Note: COMPASS clients are to be transported using a COMPASS vehicle.

Physical requirements: The position entails preparing meals. Therefore, exposure to increased temperatures during meal preparation will be present. The position also entails grocery shopping regularly, on average of once per week. Therefore, exposure to the outside environment and weather elements will also be present. Climbing stairs and lifting up to 30 lbs. are required.

Interpersonal/Human Relations Skills: Strong oral and written communication skills. Able to multi-task and work within a team environment.

Non-Exempt: Eligible for over time.

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED
THROUGH AFFIRMATIVE ACTION
EOE-M/F/H including persons with disabilities and veterans