



JOB NOTICE

Date Posted: June 26, 2020

Date closed: Until filled

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

Department: Residential, Daybreak

Title: Part Time, Youth Care Worker

Salary \$: \$11.00

Shift: Various

General Duties:

1. MONITOR / SUPERVISE RESIDENT ACTIVITY:

Be aware of whereabouts of residents and visitors during shift. During midnight shifts, complete bed checks regularly. Assure that residents are awakened on time for school. Complete daily communication logs. Provide crisis intervention/de-escalation to minimize problematic resident behavior. Supervise Residents' in completing chores, and assist when needed. Assist with meal preparation as needed. Monitor movies, video games, etc. used by residents for appropriate content. Supervise residents' self-administration of medications according to guidelines. Provide supportive environment for residents in the shelter. Become familiar with each client's case, approved telephone and visitor contacts, and community services (school, counselor, probation officer, etc.) At the end of each shift, provide incoming staff with a summary of each resident's whereabouts and any pertinent issues, such as illness, new stressors, or schedule changes that would be needed for the incoming shift to work efficiently.

2. INTERACTION WITH CLIENTS:

Obtain telephone referrals as needed, complete referral checklist, and refer to professional or on-call staff as specified in program procedures. Complete initial intake interview of clients upon admission as needed. Assist with completion of discharge paper work as needed. Assure that parents/guardians prepare individual dosage envelopes for any

prescription medications needed by residents. Prepare medication log for those residents who have prescription medications. Assist with planning of resident outings, transport residents, and supervise residents on outings. Assist with planning of in-house recreational and enrichment activities and supervise activities. Provide transportation, in agency or personal vehicle, for residents going to and from school as needed. Intervene immediately if residents display inappropriate behavior or engage in conflict with each other. Intervene immediately, and notify on-call staff if residents engage in behavior that presents a risk for safety. Ability to relate to and work with clients, including but not limited to: Demonstrates ability to accept behavioral and cultural differences in clients. Provides constructive criticism and positive encouragement to clients, according to Positive Youth Development principles. Provides warmth, positive regard, and health boundaries in relationships with clients.

3. **INSURANCE OF CLIENT SAFETY AND WELL-BEING:**

Assure that building is secured properly during shift, including keeping appropriate doors locked and windows closed and locked. During midnight shift, monitor security cameras and conduct regular bed checks. Maintain First Aid and CPR certification and obtain annual TB test. Assist with monitoring safety in the house; assure that the residents have unplugged and appropriately stored small appliances such as toaster, blow dryer and flat irons. Monitor resident use of exercise equipment as needed.

4. **FACILITY MANAGEMENT:**

Answer telephone, take appropriate messages, and complete referral phone calls according to program procedures. Report any equipment malfunction or property damage. Report to on-call or program director immediately in case of emergency maintenance needs. At the end of each shift, assure that the house is clean and meets health standards, particularly kitchen cleanliness. Assist with storage of food as needed. Assure that incoming residents have clean linens, towels, and personal care items and that residents leaving have stripped their beds and cleaned their living areas before discharge. Follow agency and program procedures, including those related to schedule changes or absences. Complete incident reports as needed. During midnight shift, assist with house laundry (linens) and complete residents chore lists for the next day .

QUALIFICATIONS FOR JOB:

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

Technology: Computer knowledge, EMR experience

Miscellaneous requirements: Criminal background check; clean drug screen, clear driving record; TB Test, CPR/First Aid Training preferred. Standing walking, climbing stairs and or ladders, hearing, seeing, smelling, as well as staying awake. Lifting varies, must have ability to carry normal household items. Potential exposure to blood borne pathogens in acute situations.

Must meet COMPASS automobile liability insurance carrier guidelines to be insurable under the COMPASS policy. **Note:** COMPASS clients should be transported using a COMPASS vehicle, if a COMPASS vehicle is not available then the staff member is responsible to verify that they maintain adequate coverage through their personal carrier. If a COMPASS vehicle is not available, then the staff member is responsible to verify that they maintain coverage through their personal carrier for business

related travel, including the transporting of clients, and must provide proof of coverage to COMPASS prior to transporting any COMPASS clients.

Interpersonal/Human Relations Skills: Must be willing to work evenings, weekends and overnight shifts.

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