

## **Shepherd Kidz Cares**

### **Job Description**

**Job Title:** Youth Care Worker

**Department:** Residential

**Reports To:** Staff Supervisor and Administrative Team

**FLSA Status:** Non-Exempt

### **Summary**

The Youth Care Worker is a direct caregiver responsible for oversight, supervision, engagement, and guidance of youth.

**Essential duties and responsibilities include the following. Other duties may be assigned as necessary.**

- Supervises residents in activities to observe or effect changes in their social behavior. Teaches rules, manners, policies for interpersonal relationships, and personal care.
- Completes shift documentation including but not limited to residential case notes, incident reports, and resident inventory.
- Observes methods and techniques of clinical staff and participates in treatment of residents through interaction, boundary setting, and implementation of treatment plans.
- Escorts residents to groups, interviews, meetings, mealtime, recreation, education activities, medical appointments, and participates in supervision and instruction.
- Maintains age-appropriate rules and enforces proper conduct of residents during work, recreation, and education.
- Administers and records medication as ordered by physician.
- Works to prevent unacceptable behavior in resident or group.
- Provides crisis intervention as needed.
- Maintains professional boundaries between self and residents to ensure appropriateness in the working relationship.
- Communicates all appropriate information internally and externally to facilitate the treatment of the resident.
- Attends trainings and meetings as required.
- Shares/transmits the mission and vision of Shepherd Kidz Cares to staff and to clients and families served.

### **Supervisory Responsibilities**

This position has no supervisory responsibilities.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION, LICENSURE AND/OR EXPERIENCE**

Must be at least 21 years old and have a high school diploma or its equivalent.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate effectively both verbally and in writing with superiors, colleagues, and individuals inside and outside the organization.

### **MATHEMATICAL SKILLS**

Ability to apply basic mathematical concepts such as fractions, percentages, ratios, and proportions to practical solutions.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out simple one or two-step instructions.

Ability to deal with standardized situations with occasional variables.

Ability to follow instructions from supervisor.

Ability to perform redirection from supervisor.

**OTHER REQUIREMENTS**

Must be 21 years of age or older.

Must submit to and pass a pre-employment drug test.

Must submit to and pass random drug tests during employment.

Must successfully pass all background screens as required by the state.

Must meet pre-employment training requirements including, CPR training and TB Skin Test.

**PHYSICAL DEMANDS**

The physical demands 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk or hear. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee may have occasional contact with cleaning solvents, aromatics and nuisance dusts.

Other physical requirements specific to this job:

- Required to stand up to 5 hours a day
- Occasionally required to lift/carry up to 50 lbs.
- Occasionally required to push/pull up to 50 lbs.
- Frequently required to climb stairs
- Occasionally required to bend, stoop, kneel and/or crouch

*Key: Constantly: (67-100%) 6-8 hours Frequently: (34-66%) 4-6 hours Occasionally: (0-33%) 1-3 hours*

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**I HAVE READ THE ABOVE JOB DESCRIPTION AND UNDERSTAND IT. I AGREE THAT NO CONTRACT IS INTENDED.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date