

The St. John's Home for Children is accepting applications for the following positions (see attached Job Descriptions)

RELIEF YOUTH CARE WORKERS

Send Cover Letter, Resume and three letters of reference (two professional, one personal) to:

**St. John's Home for Children
Attn: Personnel
141 Key Avenue
Wheeling, WV 26003**

St. John's Home for Children
Job Description
RELIEF RESIDENTIAL YOUTH CARE WORKER
February 1, 2007

NAME: _____

DATE: _____

QUALIFICATIONS

1. Minimum of High School diploma or equivalent. Prefer Bachelors or Associates degree in a Human Services related field.
2. Prefer minimum of one year of experience in childcare, particularly in a residential setting.
3. Valid drivers license.
4. Be in good physical health, have physical stamina, and have the ability to work under pressure and stress in a fast paced work environment.
5. Demonstrated good writing/typing skills.
6. Demonstrated ability to work positively with others, participate and contribute constructively to team problem solving.
7. Demonstrated ability to be flexible and to function within a changing work environment.
8. Ability to accept direction and supervision
9. Willingness and ability to attend training as scheduled.
10. Ability to be sensitive to the cultural, ethnic, racial, spiritual, sexual orientation, and gender differences of consumers and personnel.

POSITION OVERVIEW

The Relief Residential Youth Care Worker position is primarily a substitute position for our Residential Youth Care Workers. It is a position whose primary responsibility is the care and supervision of consumers in all facets (e.g. physical, mental, emotional, social and spiritual) of their daily lives to help the agency meet its mission. This position is also primarily responsible for the daily implementation of assigned treatment services to all consumers.

RESPONSIBILITIES

1. Daily implementation of assigned treatment plan services, including but not limited to, basic living skills development, behavior management implementation, crisis services, supportive counseling – as qualified -, and transportation services.
2. Supervise consumer family visits, and other family contacts as assigned, and accurately document all family contacts.
3. Daily complete all assigned logs (e.g. Midnight log, targeted objectives log, etc.).

4. Responsible for daily supervision of the consumers and being aware of where consumers are at all times.
5. Document daily, by the end of the shift, all services provided to consumers. Responsible for ensuring that all documented services meet program guidelines (e.g. Medicaid guidelines, etc.) and are accurate. Specifically responsible for ensuring that the date of service and start and stop (and total time) time are **accurately** identified.
7. Implements the daily program schedule and meets daily expected level of service provision.
8. Assist in ensuring that all licensing and best practices requirements related to the youth cottage and program are implemented.
9. Aid in the on-going implementation of the agency's Continuous Quality Improvement (CQI) program.
10. Meet daily with team partners to determine consumer case assignments for the day and to specifically plan proactive services and activities to be provided and documented.
11. Read daily the consumer information board and appointment board for updated information on consumers (e.g. restrictions, appointments, school information, incident reports, awards, etc.).
12. Ensure that consumers arrive at scheduled appointments promptly.
13. Supervise consumer self-administration of medication to ensure that consumers are taking the correct medication at the right time, and document daily all medications (prescription and non-prescription) taken, the time the medication was taken and sign that the medication was taken. Document any side effects observed.
14. Ensure that medications (e.g. prescription and non-prescription) are kept secure at all times.
15. Responsible for attending all trainings as scheduled, to ensure that the required minimum of training hours per month and year are achieved.
16. Responsible for the daily care of the cottage (e.g. straighten up after one's self, ensuring that youth clean up after themselves, leaving cottage, laundry area, office area, and kitchen clean for the next shift, organize clean up of the outside area when needed to assure that all items - recreation equipment, chairs, etc.- are placed back into their proper place).
17. When consumers are not present, willingly assists in other duties (including, but not limited to, cooking/meal preparation, shopping, cleaning, filing, organizing staff office, conducting and maintaining inventory of medical and clerical supplies,) as assigned by Administrative Team members.
18. Ensure daily that accurate meal counts are taken and documented on the meal count form.
19. Assist in ensuring that youth room checks are conducted daily and the room check/work incentive form is accurately completed daily.
20. Assist in ensuring that all allocated weekend money spent is accounted for through the use of receipts.
21. Be sensitive and respond proactively to the needs, feelings and struggles a youth is experiencing.
22. Provide and implement a caring yet structured environment for the youth.

23. Assist in making holidays and special events meaningful experiences for youth (e.g. birthdays, Christmas, Easter, trips, etc.)
24. Participate and contribute to the team in building and maintaining the program of the agency.
25. Participate and contribute to team problem solving.
26. Responsible for assisting in ensuring that all consumer needs are directly met (e.g. clothing, personal hygiene, school supplies, bedroom needs, etc.).
27. Responsible for responding professionally to crises, and following agency policies and procedures related to emergencies.
28. Responsible for documenting all restriction logs and accompanying service follow up notes to the restriction, incident/accident reports and accompanying follow up service notes to the incident/accident, completely and prior to the end of the shift.
29. Responsible for providing Administration in a timely fashion all required and necessary items, (e.g. annual physical, annual tine test, documentation of all trainings/educational courses/classes attended, etc.) on an ongoing basis.
30. Maintain strict confidentiality and security of all consumer records and information.
31. Assist in providing a safe and secure emotional and physical environment for youth.
32. Document and report any suspected abuse/neglect with appropriate staff members and with appropriate agencies as required by law and to function as a “mandated reporter”.
33. Assist in providing youth with opportunities to participate in appropriate activities in the community.
34. Implement special tasks and assignments as scheduled.
35. Demonstrate a willingness and ability to accept direction and supervision.
36. Demonstrate positive, professional attitude (e.g. courteous and respectful to consumers, families, co-workers, supervisors, etc.; works to help solve problems rather than just complaining or identifying problems, etc.).
37. Assists in meal preparation on weekends and when necessary.
38. Accurately and completely utilize the time clock with minimal to no “write ins” on the time card.
39. Obtain approval for all overtime worked (with written explanation for why overtime was worked) (as outlined in Personnel Handbook).
40. Other duties as assigned.

SUPERVISION

The Relief Residential Youth Care Worker is directly responsible to and supervised by the Assistant Director.