

# JOB POSTING

The Florida United Methodist Children's Home, a Nonprofit organization,  
is currently seeking applicants for the following position

## Youth Care Specialist 2<sup>nd</sup> & 3<sup>rd</sup> Shift

We are a faith-based organization, Empowering Children and Families to  
experience the transforming love of Christ through wholistic care.

### SUMMARY

The primary role of the Youth Care Specialist is to provide care and supervision to children/youth in the shelter and therapeutic group care programs, generate quality documentation and perform duties necessary for the overall safety and well being of the children/youth under their care. All Youth Care Specialist are expected to work at any cottage or in any residential program.

### EDUCATION AND/OR EXPERIENCE

- Minimum of High School Diploma or equivalent
- Minimum age for this position is 21
- Current CPR, First Aid Certificate preferred
- Minimum of one year experience working in a child welfare setting with abused neglected and special needs children and youth.
- Experience working as a mental health technician or psychiatric aide a plus
- Experience in a setting providing emergency shelter care services or therapeutic group care preferred

### 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.

- Ability to work with very disturbed youth whose behaviors can reflect that of trauma related experiences
- Willingness to actively interact with children and youth
- Must have strong communication skills including accurate and detailed writing abilities for case notes to meet all Medicaid and billing requirements
- Set appropriate limits and boundaries with clients
- Ability to appropriately handle confidential issues
- Must have the energy and flexibility to meet the changing needs of children/youth
- Ability to follow directions from direct supervisor
- Ability to handle multiple tasks and make sound decisions
- Ability to observe individuals and report accurate findings
- Ability to handle emergencies and follow appropriate protocols
- Ability to intervene to protect a client
- Ability to build trusting relationships with clients and effectively engage clients from diverse cultures
- Must have sensitivity to the service population's cultural and socioeconomic characteristics

### PRIMARY DUTIES AND RESPONSIBILITIES

- The YCS is responsible for carrying out agency policies and procedures in the cottage and on-campus as dictated by the Policy and Procedures Manual and assigned supervisor
- The YCS is responsible for creating an atmosphere conducive to growth and development of the children/youth of his/her cottage as individuals and as a cottage group, as well as contributing to a positive milieu in the cottage that includes all residents and staff
- The YCS is responsible for assisting the children/youth in their cottage and in their adjustment to group living without weakening their ties to their natural families or significant others in the child/youth's life

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- The YCS is responsible to introduce and familiarize residents with various campus departments and personnel as it relates to holistic approach to treatment. They will encourage residents to consistently attend and positively participate in activities provided by chapel, educational and recreational staff
- The YCS is responsible for planning and providing for the transportation for children/youth in their cottage to various functions and activities that may include, but not limited to, special earned outings, school functions, medical appointments, etc. This requires appropriate notification and documentation
- The YCS is responsible for providing for the nutritional needs of the children/youth in his/her cottage including the preparation of meals according to approved commissary menu, along with implementation and all necessary documents with the menus and commissary
- The YCS is responsible to provide for the health and clothing needs of each resident in the cottage. This includes over the counter medications, proper documentation (as assigned) of medication. Clothing needs are to be communicated through the clothing room and purchase order if required
- The YCS is responsible to conduct oneself as a “role model” for children; establish and maintain professional boundaries with children/youth in the cottage; provide appropriate direction for children/youth in their daily routines; give children and youth positive reinforcement as appropriate
- The YCS is responsible to attend and actively participate in staff meetings and/or training as required
- The YCS is responsible to maintain the order, safety, cleanliness of the facility, housekeeping and adequate supervision of residents at all times
- Provide Behavioral Health Overlay services to clients under the direction and supervision of the Clinical Coordinator, of Emergency Shelter and/or Therapeutic Group Home
- The YCS is responsible for documentation according to agency policy, i.e. daily progress notes, incident reports, e-mail communication and is familiar with the computer resources in the staff office
- The YCS is responsible for efficiently administering and documenting medications as prescribed to children/youth in cottages
- The YCS is responsible for implementing the behavioral program that includes, but not limited to providing interventions based on individualized treatment & behavioral plans, recording behaviors through point sheets, BHOS, communication logs, and providing reinforces at appropriate times

## **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

The Florida United Methodist Children’s Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone’s needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

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