

ARNETTE HOUSE
JOB DESCRIPTION

JOB TITLE: **DIRECT CARE WORKER**

DEPARTMENT: Residential

LOCATION: Emergency Shelter

IMMEDIATE SUPERVISOR: Direct Care Team Leader

STATUS: Non-Exempt

CLASSIFICATION: Service Provider

SUMMARY:

Direct the management and operations as it relates to the daily activities of youth in emergency shelter. Maintain integrity of structured program for male and female youth, ages 10-17 years of age. Provide direct link between clients and Agency services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as a positive role model and active advocate at all times for youth and their families.

Ensure confidentiality of all youth. Respect the rights of youth and their families regarding services provided by the agency. Adhere to all rules and regulations regarding confidentiality and the release of information.

Directly supervise/monitor youth through interaction and active participation in activities.

Attend any and all required training.

Implement the existing behavior management system and make recommendations to direct supervisor regarding other measures aimed at improving behavior.

Ensure that the staff-to-client ratio is maintained.

Perform housekeeping chores and/or instruct and supervise youth during chore time.

Prepare meals and snacks for clients as indicated on approved menus and as instructed, when the Food Services Coordinator is unavailable.

Transport youth to any activities identified for their care.

Develop viable, professional relationships with youth by means of non-therapeutic techniques and supportive listening skills.

Provide telephone coverage and assist other professionals and community members with information requests. Complete Screening Report on all telephone contacts..

Complete required intake paperwork for youth admitted to the shelter and ensure that documentation is accurate and complete.

Maintain accurate documentation of client case files, incident reports, program log book, and shift review log. Document all pertinent activities including monitoring self-dispensing medication, visitation, telephone contacts, and behavioral observations while on duty.

Perform regular inspections of youth quarters, ensuring the safety and well being of the youth at all times (i.e., room searches and bed checks).

Search youth by metal detection wand and inspection of belongings upon return from any off site activities to ensure the safety and well being of the youth at all times. No physical contact is made during searches.

Perform some case management as required (i.e., contact parents, report youth who abscond, enroll in school etc.).

Communicate verbally at shift change with staff members on other shifts, to ensure continuity of program services.

Provide one on one supervision to staff-secure youth as assigned. Follow specific behavioral program for staff secure youth, when applicable.

Participate in outreach activities as needed.

Perform other duties as assigned.

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 of this position.

EDUCATION/EXPERIENCE/CERTIFICATION:

This position requires a high school or GED diploma. Some experience working with children is preferred. A verifiable background demonstrating responsibility of character and ethical conduct is required. The individual must also possess a valid driver's license and carry the minimum automobile insurance required by Florida law.

REASONING ABILITY AND/OR COOPERATIVE LEADERSHIP SKILLS:

Exhibit a positive role model for staff, clients and members of the community. Ability to understand instructions furnished in written, oral or diagram form. Ability to deal calmly and effectively in crisis situations and with problems involving multiple factors. Ability to work with culturally diverse staff and Clients. Ability to facilitate youth activities and discussions. Must be able to function independently and as a member of a team. Ability to complete assigned tasks.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an individual 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 talk, hear and taste or smell. The employee frequently is required to stand; walk; and use hands to handle, or feel objects, tools, or controls. The employee is occasionally required to sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must be able to actively supervise and/or monitor various size groups of troubled youth ages 10-17 years old.

