

**ARNETTE HOUSE  
JOB DESCRIPTION**

**JOB TITLE:** YOUTH DEVELOPMENT SPECIALIST

**DEPARTMENT:** Residential Department

**LOCATION:** Group Homes Program

**IMMEDIATE SUPERVISOR:** Group Home Coordinator

**STATUS:** Non-Exempt

**CLASSIFICATION:** Service Provider

**SUMMARY:**

. To provide direct care and guidance and supervise residents of the Group Home Program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Serve as a positive role model and mentor to youth in the program. Provide direct supervision and management of clients through constructive and active participation in client activities.

Encourage, instruct and help facilitate the learning of essential life skills that will allow clients to become self-sufficient.

Transport residents via agency vehicles to indicated destinations.

Perform all duties related to the behavior modification system used in the program.

Oversee the self-administration of medications.

Orient new admissions which include searching personal items, ensuring personal hygiene needs, and explaining rules and policies of the program.

Prepare and review reports relating to clients' behavior and program progress.

Perform inventories to ensure sufficient levels of supplies are maintained.

Participate in training, staff meetings, and conferences as required.

Responsible for seeing that the clothing, medical, educational, and emotional needs of the client are met.

Observes and give personal attention to clients with personal problems.

Dispense medication as required by training and the agency medication policy and procedure.

Assist clients in school matters, inclusive of homework, special projects, field trips, and communication for school personnel.

Maintain accurate documentation of client case files, incident reports, and logbooks. Document all pertinent activities including visitation and behavior of clients.

Perform daily inspections of resident quarters ensuring the safety and well-being of residents at all times.

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

Participate in outreach activities as needed.

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:**

Minimum requirements for this position are a high school diploma or equivalent and one year of experience working with youth.

## **MATHEMATICAL SKILLS:**

Ability to perform basic mathematical functions in all units of measure and graph numerical and statistical data.

## **REASONING ABILITY AND/OR COOPERATIVE LEADERSHIP SKILLS:**

Exhibit a positive role model for staff, clients, and members of the community. Ability to solve practical problems and deal effectively with a crisis and a variety of other situations. Ability to develop and interpret a variety of instructions in written, oral, diagram, or schedule form. Ability to work as a member of a team of individuals from a wide variety of backgrounds and accept constructive criticism from team members. Ability to facilitate team activities and discussions if requested. Ability to plan, assign, direct and appraise work as a member of the team. Ability to work with culturally diverse staff and clients. Must be self-motivated to do tasks as needed.

## **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 job.

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 finger, 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 more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those the 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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, toxic or caustic chemicals, fumes or airborne particles, vibration, and extreme cold and extreme heat.

The noise level in the work environment is usually moderate. There is the potential to interact with various size groups of youth age 16 - 20 years in the residential environment. This position requires formal supervision of the clients, and as a member of the agency team, the individual in this position serves as a role model to those clients receiving services.

**NON DISCRIMINATION:**

The Arnette House will not unlawfully discriminate against any person regardless of race, color, religion, sex, age, marital status, sexual orientation, national origin, citizenship status, disability, or veteran status and complies with federal and state equal employment opportunity laws.

**By signing below, I agree I must be able to perform each of the responsibilities to continue my employment with the Arnette House, Inc.**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

Arnette House Policy and Procedures  
Human Resources  
EFFECTIVE DATE: 3/10/05 Revised 09/14/2021

\_\_\_\_\_  
Annual Review

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Annual Review

\_\_\_\_\_  
CEO