

Youth Leadership Specialist

POSITION SUMMARY:

St. Vincent Home for Children is seeking energetic team members to join our leadership team. St. Vincent's is a child welfare organization with so much to offer the youth in our community. Our facility offers a full gymnasium, music studio, soccer field, track, pottery room in addition to other supportive services.

This position offers a great schedule for work-life balance. The individuals in this role work 12 hours shifts and only report to the facility 3.5 days per week.

Under the supervision of the Program Manager, the Youth Leadership Specialist provides guidance, support, supervision, and training to the Youth Development staff. The Leader primarily is responsible for overseeing the daily operations of the residential programs and ensuring the daily implementation of the schedule, groups, and activities for residents.

The Leader is responsible for coordinating and ensuring that services are implemented for assigned treatment services, completing, and overseeing that accurate documentation of services is maintained and that the daily routine of the facility is upheld. The Leader will provide mentorship and training to youth development staff to ensure that daily supervision and care of the youth is following St. Vincent Home for Children policy and procedures. In addition, the Youth Development Leadership Specialist provides quality crisis intervention and prevention services to the residents.

QUALIFICATIONS:

- Must possess a bachelor's degree in social services or related field
- Must become certified in Safe Crisis Management (SCM) restraint techniques, community First Aid/CPR, and Level I medication technician within 30 days of hire. (Agency provided training)
- Must pass Central Registry of Child Abuse and Neglect check, criminal background checks, and pre-employment drug testing.
- Must obtain a Class E driver's license within 45 days of hire.
- Must be 21 years of age.
- Must be able to attend and assist in facilitating mandatory staff training and staff meetings.
- Must maintain strict confidentiality of all personnel and client identities, records, and information.

RESPONSIBILITIES:

Carries out the Mission of St. Vincent Home by:

- Provide supportive leadership, reflective supervision, and case consultation to program staff; responsible for hiring, training, and evaluation of assigned staff
- Forms a trusting relationship with the youth, provides and assures some stability along with nurturing and limit setting, demonstrating an understanding of the emotional needs of the youth at all times. Will also role model this to staff as situations arise.
- Manage services and practices such that day-to-day operations are carried out which maximize efficiency, productivity, a harmonious working environment, and provide quality services to individuals
- Assessing residents' needs during any crisis, including suicide lethality assessment
- Monitoring resident's de-escalation and processing event and consequences of the event with a resident, providing physical restraint and/or utilization of quiet room according to SCM and agency guidelines; Monitoring any resident placed in quiet room or comfort room; modeling crisis intervention and de-escalation techniques to childcare staff
- Assists with making arrangements for and coordinating transportation to school, medical, mental health appointments for clients
- Assists with orientation, client intakes, screenings, and assessment of newly admitted youth after hours as well as discharge planning
- Answer all calls on the Supervisors phone using a soothing/trauma-informed voice due to the traumatic experiences that the referent may be feeling which can be dehumanizing, shocking, or terrifying, singular, or multiple compounding events over time
- Coordinate, track, and ensure that a structured monthly calendar is being followed for recreational, psycho-educational and cultural activities for residents. This includes appropriate community based and in-house activities, groups, and outings for residents
- Maintain shift scheduling and providing staff breaks while monitoring staffing to census and minimizing utilization of overtime; holding staff accountable for working scheduled shifts, providing relief childcare, as needed
- Ensure all staff receive a Personal Performance Review 6 months and each year based on ongoing monitoring and coaching, according to guidelines outlined in the Personnel Policies Manual
- Maintain complete and accurate records, complete Supervisory Checklists; incident reports, prepare written reports and logs
- Providing weekly group supervision to shift staff, orientation, and training to shift staff, providing appropriate disciplinary response in event of staff performance problems
- Communicating all concerns, incidents, and disciplinary issues to Youth Development Coordinator
- Completing shift change-over with other supervisors, i.e. checking apartments for cleanliness and staff presence on shift

- Assists with orientation of newly hired staff members of the Residential program attend outside training and provides the knowledge gained to co-workers by conducting both formal and informal training at SVHC, and assists in identifying the educational needs of others.
- Maintain professional boundaries with clients and demonstrate/ensure that healthy staff-to-client working relationships are maintained. Maintaining courteous and professional relationships with leaders, co-workers, clients, client family members, and referral agency staff.
- Other duties as assigned by the Youth Development Coordinator or Chief Clinical Officer

KNOWLEDGE/SKILLS:

- The ability to work cooperatively with others to achieve shared goals, showing diplomacy and flexibility when there are conflicting opinions supporting other people's performance to achieve the best possible results.
- The ability to take control of a situation and to lead by empowering others into an effective team. Inspiring and energizing others to carry out tasks and achieve goals by displaying a clear sense of direction and values.
- The ability to relate to, and feel comfortable with, people at all levels and to be able to make and maintain good working relationships with co-workers, supervisors, representatives of other agencies, and the public.
- The ability to write concisely and convey meaning in a manner appropriate to different readers, presenting a persuasive argument.
- The ability to respond to, anticipate, and positively manage change, as it related to the youth.
- Flexible team player who thrives in environments requiring the ability to effectively prioritize and juggle multiple concurrent tasks.
- The ability to relate to your coworkers, inspire others to participate, and mitigate conflict with coworkers.
- The ability to design, plan, organize, and implement projects and tasks within an allotted timeframe.
- Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- The ability to follow policies, regulations, and laws pertaining to the delivery of human services
- Knowledge in mental health, trauma, substance abuse, homelessness, etc
- Proficient in Microsoft Office, assessment tools, database systems, and Windows environment

Employee acknowledges and understands that St. Vincent reserves the right to modify the contents of this job description or to assign alternate and additional duties and responsibilities. Nothing in this job description is intended to alter or alters the at-will nature of employees' employment at St. Vincent Home for Children

I have reviewed and understand the responsibilities of this position.

COVID-19 considerations: We provide masks, and sanitizer. We also limit guests entering the building and everyone entering must have their temperature monitored and sanitize their hands. Additional precautions are also in place.

SUPERVISOR: Reports directly to the Executive Director

I have reviewed and understand the responsibilities of this position.

_____ Date _____

Signature of Development and Communications Associate

_____ Date _____

Signature of Executive Director