



Job Title: Youth Care Worker
Report to: Emergency Shelter Supervisor
Classification: Non-exempt
Department: Emergency Shelter Services

Summary:

The primary responsibility of all Boysville staff is to provide a positive role model for all our children. Provide care and supervision for residents in the Emergency Shelter. Work schedule will reflect meeting the requirements under the essential job functions and overseen by the Shelter Director. Work schedule will consist of one of three eight-hour work shifts. All employees of Boysville, Inc. receive training in the Performance Quality Improvement (PQI) activities of the company and are required to participate in PQI meetings, tasks, projects and/or committees, as needed.

Essential Job Functions:

- Responsibilities include all those items and responsibilities of a parent, including: the provision of material needs physical needs, spiritual needs, emotional needs, and disciplinary needs.
- Provide care for boys and girls from birth to 17 year olds.
- Actively participate in the home life of emergency residents.
- Set appropriate examples for residents.
- Prepare meals and complete menu documentation.
- Pick-up groceries.
- Attend, pick up and/or deliver Shelter residents to appropriate facilities, including all medical and general health and welfare appointments.
- Administer and document all medications in the absence of the shift lead.
- Inform appropriate parties when medications are low.
- Inform appropriate parties of side effects of medication.
- Provide transportation for residents with a Boysville assigned vehicle.
- Must follow regular schedules, and participate in all related activities.
- Complete all necessary documentation such as case notes, point system, shift change and ten-day survey.
- Facilitate a relationship with residents and their families where appropriate.
- Attend regular meetings.
- Use available training to improve role as Shelter Staff.
- Must also be able to efficiently utilize the support available through Boysville properly.

Qualifications:

Must have a HS Diploma or GED with 1 to 2 years experience/education in similar position. Must possess excellent communication, organization and time management skills. Must have a valid driver's license with an excellent driving record. Required to participate in regular training. Some college preferred. Must possess cultural sensitivity towards residents. Must

exhibit behavior that demonstrates cultural diversity and sensitivity (See Corporate Policy #2103).

Physical/Mental Requirements:

Ability to read, write and converse in English. Ability to care for up to 24 children. Ability to communicate with staff, residents, families, vendors, support agencies and others. Ability to handle stress. Bending, lifting, grasping, fine hand/eye coordination, pushing/pulling, prolonged sitting/standing. Ability to respond to telephones and other auditory stimulation. Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements).

The job description is intended to describe the general nature of work performed and is not inclusive of all responsibilities, skills and duties. Employment may be terminated with or without cause.