



Position Title: Youth Development Specialist

Reports To: Residential Supervisor

Position Type: Entry-Level +, Part Time/Full Time

General Summary:

Provides supervision and support to residents in the Safe Harbour Emergency Shelter Program or Transitional Living Programs of The Harbour. The Floater position provides “off schedule” coverage to support youth and site coverage needs. This position works collaboratively as a member of a multidisciplinary team to develop and implement plans for both individual youth and site as a group.

Direct Service:

- a. Developing and maintaining positive relationships with youth in care.
- b. Teaching daily living skills
- c. Providing crisis intervention and milieu counseling
- d. Maintaining a physically and emotionally safe environment

Documentation:

Documents resident activities and behaviors in client files and communication logs per agency procedures. This includes:

- a. Medication records
- b. Critical incident reports
- c. Progress notes daily on each youth
- d. Maintaining the house calendar and assisting youth with medical, dental, vision etc. Appointments.
- e. Completes maintenance forms and follows through on repairs and other household maintenance issues.
- f. Distributes documents to youth and obtains necessary signatures from youth

Teamwork:

- a. Developing and maintaining positive working relationships with all team members.
- b. Communicating concerns across and between shifts.
- c. Participating actively as a staff member, attending staff meetings and youth meetings as scheduled.
- d. Maintain positive relationships with colleagues internally and externally, referral sources, client family members, and the community.
- e. Demonstrate the ability to work constructively with parents, partner agencies and the community.

Professional Growth:

Participates in supervision and staff development and displays the ability to utilize and integrate material presented in training and supervision. This includes:

- a. Completion of 80 hours of agency required training.
- b. Obtains and maintains certification in First Aid and CPR

- c. Attends at least 10 hours of in-service or external training annually and demonstrates that the material presented is integrated into practice.
- d. Actively engages in and completes annual goal setting process.

Other duties as assigned.

Requirements:

1. BA, BS, or BSW in human service field or 60 college credit hours preferred.
2. Experience with adolescent/young adult population.
3. Valid Illinois driver's license, valid auto insurance and a reliable vehicle.
4. Meets DCFS requirements for transporting clients
5. Operate kitchen equipment: stove, coffee maker, microwave, deep fryer.
6. Operate office equipment: copier machine, smart phone, computer, Microsoft Teams.
7. Walk up and down stairs at least 20 times per shift.
8. Supervise residents via direct eye contact and observing behavior.
9. Lift items up to 20 lbs.
10. Write reports, logs and update client files.
11. Move household furniture up to 25 lbs. and move it at least 12 feet to arrange and re-arrange the home.
12. Is computer proficient and can write reports and record in client files.
13. Light housekeeping and minor repairs to sites as needed.

Reporting Relationship: Residential Supervisor

Classification: This is a non-exempt position

Starting Hourly Rate: \$19.60