



Job Description

General Information:

Common Job Title: Worker, Youth Care On-Call	Official Job Title: Worker, Youth Care
Department: STEP/Safe Place/Pettygrove	FLSA Status: Non-Exempt
Reports to:	Type: On-Call
Job Level: Level 4	Standard shift hours / Hrs per week: On Call
Effective / Start Date: Revised August 1, 2004	Eligible for benefits: No
Market Hiring Range: \$11.53 per hour	Job # 10-13

Essential Functions:

- Provides role-modeling behavior, facilitating appropriate communications, modeling and developing suitable problem solving and conflict resolution skills for youth, supervising and monitoring the whereabouts of youth.
- Plan and supervise recreational activities for youth, both on-site and in the community. Responsible for appropriate supervision of groups of youth, as determined by ratio standards, before, after school, and at other times when the youth are not in school.
- Assures that youth adhere to specified standards of conduct, assuring appropriate youth interactions, and for appropriately interceding as necessary.
- Documents incidents, run reports and immediately notifies direct counselors of issues, concerns and activities. Complete youth activity logs.
- Provide on-time and accurate distribution and documentation of prescriptions to youth.
- Maintains efficient scheduling and transportation of youth to medical, dental and other necessary appointments, and pre-scheduling vehicle usage logs.
- Works with counselors and shelter parents to provide additional assistance and support services to youth, counselors and shelter parents as requested, including providing general errands, as necessary.
- Complete household and operational duties, as assigned such as: laundry, filing and menu planning.
- Handle the delivery and distribution of weekly food bank for foster parents; provide general errands as necessary.
- Instruct youth regarding desirable health, personal habits and housekeeping duties; and provide for daily living needs as needed.
- Support, communicate and work cooperatively with other employees.
- Participate in Agency provided training; in addition seek out continuing education and training in areas identified by Program Supervisor.



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- Maintain facility compliance with health, sanitation and fire regulations, and report maintenance as necessary.
- May be responsible for overall supervision of residents of the Pettygrove Residential Program during the awake/overnight shift.

Qualifications and Job Requirements:

BFOQ: For the Pettygrove Residential Program awake/overnight shift and all shifts: Because this position will be supervising female youth in a residential care facility alone, at night, and in circumstances in which there are resident privacy issues, the Agency requires that the awake/overnight shift at Pettygrove be filled by a qualified female.

- **Job Knowledge:** Bachelor's degree (B.A./B.S.) or equivalent from four year college or technical school; or equivalent combination of education and experience. Education/Experience requirements may be different for on-call positions.
- **Supervising:** No supervisory or lead responsibilities
- **Decision-Making:** General supervision and a set of broadly understood position expectations. Decision-making with limited discretion, latitude, or negotiation. Assistance or resources are readily available.
- **Interpersonal Skills/Interactions:** Occasionally interacts with individuals other than company employees. Interactions are both one-on-one and in group settings, with own work group or other departments. Communications are routine and non-routine in nature and require discussion. Communication and interpersonal skills are important and refined. May have substantial, but limited contact with the public.
- **Impact:** Minimal influence on operations, revenue, expense, and budget. Regular Customer contacts. Responsible for the use of assets in own work area and sometimes beyond own work area. Ability to influence treatment outcomes as a role model and to influence treatment outcomes of assigned clients. Influences agency image.

Additional Skills & Abilities:

- Valid Oregon Driver's License required, as well as maintenance of a good driving record. Requires the ability to drive standard and automatic vehicles, including the ability to drive a 16-passenger van.
- Requires the ability to manage multiple and conflicting tasks requiring excellent organizational skill, as well as ability to use diplomacy during difficult circumstances.
- Ability to work evenings, weekends and overnights shifts to meet program needs. Dependability is essential.

Physical Requirements and Work Environment:

- Noise level in the work environment is usually moderate to loud.
- Interactions with individuals that are unpredictable, some personal risks while performing assigned work.
- May work in outside weather conditions.
- May transport up to 5 youth unaided.



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- May work alone on some shifts.
- Will work with youth that are involved with the juvenile justice system, either pre-adjudicated or adjudicated.
- Must be able to lift and transport up to 25 to 30 pounds