

GREENE COUNTY CSB
POSITION DESCRIPTION

DATE: 2009
CODE: _____

POSITION CLASSIFICATION: _____
INCUMBENT: Relief Youth Care Specialist

POSITION CLASS STATUS: Intermittent
HOURS OF WORK: Hours as assigned
SUPERVISOR/DEPARTMENT: Youth Care Supervisor/Greene County Children Services Board
SUPERVISES: N/A

POSITION GOAL/FUNCTION:

Under the general supervision of Youth Care Supervisor, responsible for the care and supervision of residents placed in the agency operated group home. Participates in staffing and case plan development and implementation.

ESSENTIAL FUNCTIONS: Performs Related Duties As Required

Any one position may not include all of the duties listed, nor do the essential functions cover all of the duties which may be performed or required.

Coordinates and provides daily care of residents; assists residents in developing appropriate behaviors, adequate hygiene and independent living skills.

Responsible for administering medications to residents as prescribed and keeping records of medication administration.

Responsible for cleaning, laundry, food preparation, etc. of group home; purchasing of food and supplies for the group home and clothing for the residents, preparing, setting up and serving snacks and meals including determining menus.

Provides transportation of residents in county-owned passenger van. May utilize personal vehicle in specified situations.

Adheres to state and county driving standards including, but not limited, to loading and unloading vehicle; checking for seat belt usage, documenting mileage, performing maintenance checks, and adhering to road and safety rules.

Participates in staffing, case plan, and service plan development and implementation; maintains records and daily paperwork on residents in care at the group home. Documents resident progress and behavior on point sheets, staff log and weekly summaries. Sets goals for each resident and determines needed services.

Stays awake during normal shift and conducts periodic rounds of the facility to ensure safety of residents and records same on required logs. Checks to ensure residents are in their beds at night; wakes up residents in the morning and helps them get dressed and ready.

Establishes and maintains effective relationships with representatives of various social service agencies, county officials, and other parties interested in children services.

Provides and assists residents with basic daily living skills, independent activities, community outings, sensory stimulation activities, and therapeutic and recreational activities and programs which might include: assisting residents developing appropriate behaviors, adequate hygiene, and independent living skills; and, ensuring residents sign up for activities.

Assists residents with homework by determining best method of helping, looking over progress reports, submitting academic summaries and contacting teachers. Participates in school meetings and/or conferences.

Participates in behavior modification plans to include reinforcing group home rules and regulations.

Performs custodial and housekeeping duties to ensure the upkeep of the property to include: assisting with laundry, documenting damages, and inspecting property.

Accepts, sorts, and distributes items donated to the facility.

Performs inventory duties of supplies such as food, paper products, and office supplies and forms to include listing and ordering needed items and ensuring items and supplies are available for activities.

Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES (KSA'S) : Any combination of education and experience.

Knowledge of : *Therapeutic Crisis Intervention; Inventory control; safety practices; first aid; human relations; research methods; sources and techniques of gathering data; *agency policies and procedures; *government structure and process; *state and/or federal programs regarding child welfare.

Skill in: Social service techniques; case coordination; driving under adverse conditions; using recreational equipment; preparing food, inventorying supplies; using computer and related software; operating household equipment.

Ability to: Define problems; collect data, establish facts and draw valid conclusions; gather, collate and classify information about data, people or things; write and speak effectively; prepare meaningful, monetary transactions efficiently; add, subtract, multiply and divide whole numbers; maintain accurate records; recognize dysfunctional human behavior patterns and take appropriate action.

*Developed after employment.

QUALIFICATIONS/LICENSE(S) REQUIRED:

Minimum Qualifications: High School diploma or GED.

One to three years experience in residential care of children preferred.

Any equivalent combination of education and/or related work experience sufficient to successfully perform the essential duties of the job such as those listed above.

Valid Ohio driver's license and proof of current vehicle insurance required.

State child and youth care certification* within one year. First Aid and CPR within 6 months*. Therapeutic Crisis Intervention Certificate within one year.

*Developed after employment.

EQUIPMENT USED:

Passenger van, personal vehicle, personal computer, cooking and laundry equipment, vacuum cleaner and various

other equipment and cleaning supplies, printer, copier, FAX, telecommunication equipment such as telephone, cellular phone and pager.

PHYSICAL REQUIREMENTS:

Physical effort at the level normally found in maintaining a group home and caring for juvenile residents. Behaviors of residents may necessitate that staff utilize methods of therapeutic crisis intervention.

Work may be heavy and include, but is not limited to, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently; and/or up to 20 pounds of force constantly to lift, carry, push, pull or otherwise move objects, including the human body, small objects, walking, standing, bending, stooping, crouching, kneeling, driving, reaching, fingering, keyboarding, grasping, talking, hearing, seeing, and repetitive motions. Must be able to climb stairs, perform CPR, First Aid* and *T.C.I.

If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work, the job is rated for light work.

Some outside work may involve going into homes where there may be a potential for exposure to hostile and dangerous persons or extremely poor home conditions. Incumbents may be subjected to verbally or physically aggressive clients and/or other family members, personal injury, physical violence, odors, bugs, rodents, aggressive animals, trash, blood and body fluids.

Required to travel/drive in extreme weather (rain, snow, ice, etc.) which could cause hazardous road conditions. Will be exposed to outside atmosphere conditions as part of the job.

Negative T.B. skin test or chest x-ray. Physical exam.

SIGNATURES:

I acknowledge review and receipt of the above class specification.

INCUMBENT/Date

SUPERVISOR/Date