

# Hocking Valley Community Residential Center

## Position Description

<u>Department</u>	<u>Direct Care</u>
<u>Usual Working Title of Position</u>	<u>Youth Specialist Supervisor</u>
<u>Title of Immediate Supervisor</u>	<u>Program Coordinator</u>
<u>Normal Working Hours</u>	<u>As Scheduled</u>

### Job Duties in Order of Importance

The Youth Specialist Supervisor under the supervision of the Program Coordinator is responsible for the supervision of the Youth Specialists assigned to his/her shift. The Youth Specialist Supervisor is responsible for but not limited to the following:

- Supervision of Youth Specialists assigned to his/her shift.
- Assists the Youth Specialists in the development and implementation of individualized treatment plans.
- Coordinates the delivery of services with other staff.
- Supervises the safety, hygiene, and security of the facility.
- Reports immediately to the Program Coordinator any unusual behavior in a client, i.e., anxiety, depression, homesickness, agitation.
- Administrative responsibilities as assigned.
- Responsible for the total operation of the facility in the absence of administrative personnel.

### Employment Qualifications:

#### Education / Experience:

- Must have a high school diploma or G.E.D.
- Must be at least 23 years of age; must possess and maintain a valid Ohio driver's license; must qualify for auto insurance with no exclusions
- Minimum six months experience supervising staff
- Must have knowledge of custody, safety and security measures, ability to add and subtract, basic skill in operation of personal computer, and ability to deal with problems, complete routine forms
- Must be able to pass required physical examination and background checks including drug screening and Diana Screen
- Must be able to satisfactorily complete all mandatory trainings and certification programs, including but not limited to CPR, First Aid, and Handle With Care.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position.