

# Hocking Valley Community Residential Center

## Position Description

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

### Job Duties in Order of Importance

- The Youth Specialist under the supervision of the Youth Specialist Supervisor is responsible for the individualized treatment plan of individuals assigned to his/her care. The Youth Specialist is responsible for but not limited to the following:
- Development and implementation of individual treatment plans for assigned individuals, and assures the participation of assigned youths in the program.
- Maintenance and review of the case record.
- Contact with youth's family to assure coordination of the treatment plan.
- Conducts educational, self-exploration, and support groups.
- Works with other staff to assure that the youth remain safe and secure at all times.
- Assures that the needs of the youth are met daily through coordination of services.
- Transports youth in facility vehicles to activities, events, and appointments as needed.
- Assures that the rooms, pods, and common areas of the facility are properly maintained in order to maintain high standards of health and hygiene.
- Maintains any appropriate licensure related to the Youth Specialist position.

### Employment Qualifications:

#### Education / Experience

- Must have a high school diploma or G.E.D.;
- Must be at least 21 years of age; must possess and maintain a valid Ohio driver's license; must qualify for auto insurance with no exclusions
- 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.