

## LUTHERAN CHILD AND FAMILY SERVICES

### *Job Description*

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**Position Name:** Youth Specialist I  
**Reports to:** Assistant Director of Residential Services

**Status:**  Exempt  Non-Exempt  Full Time  Part Time

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#### **Duties and Responsibilities:**

##### **Primary Functions:**

- 1) Closely supervise residents
  - Accurately chart assigned residents per current procedures
  - Intervene when necessary using appropriate de-escalation techniques and if necessary physical intervention utilizing Therapeutic Crisis Intervention
  - Assist residents in their activities of daily living (ADLs)
- 2) Implement individual treatment plans
  - Conduct individual one-to-one interactions related to treatment goals daily with residents and complete necessary documentation.
  - Participate and administer all aspects of the treatment program schedule as required
- 3) Perform direct care services and related tasks
  - Accurately complete all daily paperwork (i.e. incident reports, medical injury reports, communication logs, shift change summary reports, etc.)
  - Transport residents to appointments and activities as required
  - Maintain a clean and safe environment
- 4) Training and Meeting participation
  - Participate in a minimum of 20 hours of training per year
  - Attend all required meetings
- 5) Complete any other duties assigned by supervisor
  - Collect data for Continuous Quality Improvement when requested

##### **Skills and Experience:**

- Desire to work with troubled children
- Ability to maintain appropriate boundaries and set limits in working with residents
- Ability to utilize a strength based perspective and solution focused model when working with clients and their families

##### **Qualifications:**

- Must be at least 21 years of age
- Possess valid driver's license

- Minimum of a High School Diploma/GED with at least two years of relevant job experience **or** possess a Bachelor's Degree.

**Must possess the following characteristics:**

- Ability to forge mutually respectful partnership with persons and families served to help clients gain skills and confidence
- Focuses on strengths of client/family
- Conviction about the capacity of persons to grow and change
- Ability to work in a team setting
- Able to maintain appropriate boundaries and set limits in working with clients
- Must be able to recognize and effectively respond to cultural differences of clients

**Working Environment:**

- Able to work hours needed to accomplish assigned tasks, to include evenings, weekends, and holidays.

Initiation Date: 5/07

Revision Date:

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Signature

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Date