

**Holy Family Institute**  
**Journey of Hope Program**  
**YOUTH CARE WORKER - Nights**

**Reports to:** Shift Supervisor of Journey of Hope Program

**Hours:** Full-Time, 40 hours/week.

Nights: 10:30 p.m. to 6:30 a.m. – 5 days a week - flexible

**Position Overview:**

The Youth Care Worker is responsible to provide day to day line-of sight and sound supervision and monitoring of children. Overnight Youth Care Workers must check on children in their beds every 15 minutes—or more if determined necessary.

**English/Spanish speaker preferred but not required.** Final approval for hire will be done by the Project Officer of the Office of Refugee and Resettlement which is a sub-agency of the Department of Health and Human Services of the federal government.

**Responsibilities:**

- Support the mission, program philosophy and values of Holy Family Institute.
- Supports all function that attains and maintains accreditation and compliance with regulatory agencies.
- Communicates appropriate information to other departments in a timely and effective manner.
- Participates in appropriate professional development programs to attain and maintain competency.
- Complies with all policies and procedures as defined by the Employee Manual.
- Adheres to all Agency and departmental Safety Procedures including reporting any unsafe practices, equipment and environment, and takes an active role in correcting the unsafe practice, equipment or environment through proper notification.
- Provide nurturing care and management of children's everyday living requirements.
- Accountability for orderly management and safety of the shelter daily living routines, individual youth, groups and therapeutic programs.

- Must be able to stay awake and alert during entire shift.
- Model appropriate behaviors (e.g., respect for others, appropriate dress, appropriate conflict resolution, etc.).
- Appropriate handling and reporting of all incidents in accordance with agency policy and training.
- Promoting and utilizing culturally sensitive care and treatment of child, families and co-workers. Actively working to reduce bias and promote cultural sensitivity and acculturation.
- Understanding and using all behavior management tools and all other necessary written communication.
- Maintaining the shelter in accordance with ORR, OCFS, OSHA, DPW and agency health and safety standards.

For Overnight YCWs who may pick up shifts during the day:

- Provides Program Orientation to new resident and completes Intake Form.
- Works to create a therapeutic learning environment in the shelter; promoting academic achievement (through showing interest in individual school work, reading to children, helping with homework, actively developing language skills, etc. and through regular contact with teachers in role as Primary Counselor).
- Monitoring clothing, shelter supplies, allowances and trips.
- Driving residents to various appointments and activities.

### **Qualifications:**

- Bachelor's degree preferred. Minimum high school diploma or equivalent and a minimum of 1 year of employment experience in the child welfare field working with children or adolescents in a social service field. Ability to put into practice all techniques of CPI (as taught in pre-employment training) and demonstrated respect for client's rights and safety. PA Driver's License required; Act 33/34 and FBI clearances also required. Fluency in Spanish preferred but not required. EOE

**To apply online – please visit [www.hfi-pgh.org/careers](http://www.hfi-pgh.org/careers)**