



*Restoring Hope, Transforming Lives*

## ***Journey of Hope Program Youth Care Worker***

**Reports to:** Shift Supervisor, Journey of Hope UC Shelter Program

**Hours:** FT or PT Position available - Afternoon – 2:30pm-10:30pm, Overnight – 10:30pm-6:30am

**General Statement of Duties:** The Youth Care Worker is to provide daily direct supervision and monitoring of children in care, and must have the children in their line of sight at all times. Strongly prefer candidates who are bilingual in English and Spanish, Dari and/or Pashto (read, write, and speak). 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.

*Please Note: Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for client-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.*

### **Essential Functions:**

1. Promotes the Mission and Philosophy of Holy Family Institute
2. Carries out tasks as directed by Supervisor.
3. Communicates appropriate information surrounding children's behavior and acculturation to other departments in a timely and effective manner.
4. Assists with staff orientation and training, as directed by Shift Supervisor.
5. Participates in appropriate professional development programs to attain and maintain competency.
6. Assists residents with personal hygiene and other activities of daily living through modeling, coaching and structured activities.
7. Models and assists in the implementation of the HART and Trauma-Informed Care.
8. Follows treatment plans as written in each resident's service plan.
9. Assists and promotes acculturation in a culturally sensitive way.
10. Manages unanticipated events and crisis situations in a positive, constructive manner.
11. Maintains client and records confidentiality.
12. Maintains a pleasant, tidy, sanitary, and safe living environment for residents.
13. Completes required documentation in keeping with agency standards.
14. Demonstrates accountability for orderly management and safety of the shelter daily living routines, individual youth, groups and therapeutic programs.
15. Supports all function to maintain accreditation and compliance with regulatory agencies.

16. Complies with all policies and procedures as defined by the Employee Manual.
17. 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.
18. Accountability for orderly management and safety of the shelter daily living routines, individual youth, groups, and therapeutic programs.
19. Model appropriate behaviors (e.g., respect for others, appropriate dress, appropriate conflict resolution, etc.).
20. Demonstrates appropriate handling and reporting of all incidents in accordance with agency policy and training.
21. Promotes and utilizes culturally sensitive care and treatment of child, families, and co-workers. Actively working to reduce bias and promote cultural sensitivity and acculturation.
22. Provides Program Orientation to new resident and completes all necessary documentation.

### **Minimum Requirements**

High School Diploma or GED and at least 2 years experience working with children. An Associate/Bachelor's Degree in Human Service Field is preferred. Must be at least 21 years of age, possess a valid PA driver's license, and be able to perform physical activities, have good verbal, written and oral communication skills. Act 33/34 and FBI clearances required. Fluency in Spanish and English (read, write and speak) strongly preferred. EOE

Qualified, internal applicants must submit a job posting application to HR no later than **October 22, 2021**.