



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

**Reports to:** Admissions & Discharges Supervisor, Journey of Hope UC Shelter Program

**Hours:** Position is full-Time, 40 hours/week. – Shift may vary and will be discussed at interview.

## **MISSION AND NEED**

Holy Family Institute (HFI) is a 120-year-old Catholic organization with an impeccable history of serving children and families in the Pittsburgh Region. We are one of Pittsburgh's largest social service organizations operating 15 programs in three counties. We are an independent organization guided by Catholic Social Teachings and serving people of all faiths and backgrounds.

*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.*

**General Statement of Duties:** The Youth Care Worker Transporter is responsible to provide daily direct supervision and monitoring of children in care and always maintain line-of-sight and sound. The Youth Care Worker Transporter has the additional responsibilities regarding the safe transport of UC for ORR-approved family reunifications. 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. Candidates must be fluent in Spanish and English (read, write, and speak).

## **Essential Functions:**

1. Communicates appropriate information surrounding children's behavior and acculturation to other departments in a timely and effective manner.
2. Supports all functions that maintains accreditation and compliance with regulatory agencies
3. Communicates appropriate information to other departments in a timely and effective manner
4. Completes Safe Reunifications & Follow Policy Guidelines; gathers all documentation and carry out responsibilities as outlined on Transporter Checklist
5. Is travel savvy: has knowledge of security measures to prevent travel complications which could adversely impact privacy of UC; is proactive if a re-booking becomes necessary due to cancellation or missed connections; informs CM how challenge was resolved; assures that they sit next to UC on airplane
6. 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
7. Provides nurturing care and management of children's everyday living requirements
  8. Models appropriate behaviors (e.g., respect for others, appropriate dress, appropriate conflict resolution, etc.)
  9. Ensures appropriate handling and reporting of all incidents in accordance with agency policy and training
  10. Provides Program Orientation to new resident and completes all necessary documentation
  11. Works to create a therapeutic learning environment in the shelter; promotes 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 Journey of Hope school staff)
  12. Understands and utilizes all behavior management tools and all other necessary written communication
  13. Maintaining the shelter in accordance with ORR, OCFS, OSHA, DPW and agency health and safety standards
  14. Drives residents to various appointments and activities
  15. Demonstrates appropriate handling and reporting of all incidents in accordance with agency policy and training
  16. 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
  17. Provides Program Orientation to new resident and completes all necessary documentation

### **Minimum Requirements**

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 demonstrates respect for client's rights and safety. Ability to demonstrate counseling techniques. Driver's License required; Act 33/34 and FBI clearances also required. Fluency in English and Spanish (speak, read, and write). EOE

### **COMMITMENT TO SOCIAL JUSTICE**

Holy Family Institute and its affiliated organizations are committed to an environment that respects and values every human being and individual differences. We will invest time and resources to create an inclusive environment for all of our stakeholders. This means we will respect diversity that includes race, ethnicity, gender, socioeconomic status, education, disability, language, and sexual orientation. We also believe that we should be "Faithful Listeners" and embrace diversity of ideas, perspectives, and values. We believe in providing access, opportunity, fair treatment, and advancement for all people. Believing that "God is Found in Everyday Activities" we will do our best to eliminate barriers that prevent full participation in our programs and services. We believe "Loving Relationships" means that all are welcome, all are neighbors, and there are no exceptions. With this belief we aim to create an environment in which any individual or group can feel welcomed, respected, supportive, and valued.

### **Holy Family Institute is an Equal Opportunity Employer**