



Journey of Hope Youth Care Worker

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

Hours: FT or PT Position available – Morning 6:30-2:30, Afternoon 2:30pm-10:30pm, Overnight 10:30pm-6:30am, requires weekend availability

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.

General Statement of Duties: The Youth Care Worker (YCW) is to provide daily direct supervision and monitoring of children in care. This includes helping the children with school work, implementing or planning activities, engaging the children in conversation, and intervening during crisis. The YCW must have the children in their line of sight at all times. The YCW must also perform cleaning duties to maintain cleanliness of the cottages where the children live, as well as food service duties during meal times. Candidates who are bilingual in English, Spanish, Dari and/or Pashto (read, write, and speak) strongly preferred. 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. Carries out tasks as directed by Supervisor
2. Communicates appropriate information surrounding children's behavior and acculturation to other departments in a timely and effective manner
3. Assists with staff orientation and training, as directed by Shift Supervisor
4. Participates in appropriate professional development programs to attain and maintain competency
5. Assists residents with personal hygiene and other activities of daily living through modeling, coaching and structured activities
6. Models and assists in the implementation of the HART and Trauma-Informed Care
7. Follows treatment plans as written in each resident's service plan

8. Assists and promotes acculturation in a culturally sensitive way, actively working to reduce bias and promote cultural sensitivity and acculturation
9. Manages unanticipated events and crisis situations in a positive, constructive manner
10. Utilizes effective verbal and nonverbal de-escalation techniques to help a child in a crisis, using physical interventions when necessary to manage risk behavior
11. Maintains confidentiality for client and their records
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 functions 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. Models 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. Provides 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, able to perform physical activities, have good verbal, written and oral communication skills. Must be able to obtain Act 33/34 and FBI clearances required. Fluency in English and Spanish, or other language (read, write and speak) strongly preferred. 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