

POSITION: Youth Leader

POSITION SUMMARY: To serve as a member of a multi-disciplined treatment team providing 24 hour residential care to emotionally troubled clients. Working within a treatment milieu, the youth leader uses self to facilitate the emotional, social, moral, and physical development of clients within his or her care.

SPECIFIC RESPONSIBILITIES include, but are not limited to:

1. Behaviors that have been disruptive or inappropriate for clients.
2. Participate in Therapeutic Crisis Intervention training and successfully pass both the written and the physical test.
3. Be physically capable of successfully performing a physical restraint without injuring the client, yourself or other staff members.
4. Have the stamina and endurance to keep up with a group of very active adolescents, both physically and emotionally for an eight hour shift.
5. Use self in a professional manner with the goal being to help clients and cottage groups to achieve success needed to re-enter community living.
6. Be responsible for the direct supervision of all clients assigned to you.
7. Attend requested cottage and campus meetings as well as specified in-service training sessions.
8. Oversee self-administration of medication by clients as outlined in the policy and procedure manual.
9. Observe and record client behavior for the purpose of information, evaluation, and treatment.
10. Teach clients good grooming and hygiene practices.
11. Teach clients housekeeping functions and care of property.
12. Per Supervisor's direction, do light maintenance and cleaning, as needed, to provide a safe and comfortable cottage environment.
13. Participate in all staffings when requested as a member of the treatment team.
14. Ensure that you are in compliance with the rules set forth in the Employee Handbook, i.e., client rights, staff rules of conduct.
15. Perform other responsibilities as may be required to perform the mission of Oesterlen Services for Youth, Inc.

QUALIFICATIONS:

Must have high school diploma and be 21 years of age. Experience working with children/adolescents preferred. College degree or some class work at the college level preferred. Successful completion of approved Basic Child Care Course within first year of employment expected.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Work involves standing, walking, running, lifting, pulling and pushing heavy loads and sitting. A youth leader must be mentally and physically capable of working in an environment with very aggressive adolescent clients who may attempt to physically attack and/or intimidate staff members. Youth leaders must be capable of being physically active for an eight hour shift.

A physical abilities test is required to ensure the Youth Leader is physically capable of performing a successful physical restraint within the guidelines specified by Cornell University's TCI Training Course and without injuring the client, him/her self, or other staff members, and to ensure the Youth Leader has the stamina and endurance to be physically active over an eight hour work shift.

Work pressure is moderate to stressful.

JOB RELATIONS:

Supervised by:	Cottage Supervisor
Supervises:	None
Promoted From:	No formal line of promotion
Promoted To:	Cottage Supervisor

**ADDENDUM TO JOB DESCRIPTION
REQUIREMENTS FOR ELECTRONIC HEALTH RECORDS (“EHR”) AND PRODUCTIVITY**

- 1) Be proficient in the use of the agency’s Electronic Health Record system. This includes being both accurate and timely* with the data entry required for EHR. Skills in using a desktop PC, laptop, or tablet are essential.
- 2) Enter client goals, treatment objectives, and notes in the EHR system.
- 3) Enter accurately and timely the information required for the agency to bill for services.
- 4) Be able to understand and effectively use reporting information provided by the EHR system.
- 5) Meet productivity objectives set by supervisor, as applicable to your position. While this percentage may vary from time to time or by position, it will never be lower than:
 - a. 55% for Residential; Brooker Community Counseling; and, IHBT Therapists
 - b. 5% for Foster Care Case Managers; and
 - c. 30% for the Nurse.

****Timely defined as “data entry completed simultaneously in work with clients or within 24 business hours of work activity.***

I understand that my performance of the above job duties will be an important part of my job evaluations from this point forward. The agency will provide support and training to assist me in becoming proficient with EHR.

I acknowledge that I have been given a copy of my job description, including this addendum, on the date below and have had an opportunity to ask any questions I may have about the agency’s initiation of an EHR system. I understand that the success of the EHR system is crucial to both the quality of the agency’s clinical records (which can affect agency licensure and accreditation) and the agency’s timely and accurate billing for services provided (which can affect financial sustainability). The importance of my role in the success of EHR cannot be over-stated and is the reason this additional documentation is being reviewed with me and placed in my Personnel File.

Printed Name

Date

Signature

Date

Printed Name

Date

Supervisor / Director

Date