



Job Title: Senior Youth Care Worker/Aftercare Case Manager (Full-time, Non-Exempt)

Program: Runaway and Homeless Youth Shelter

Reports To: Shelter Administer Case Management and Operations

Job Category: Specialist

Work with individuals and groups to promote positive physical, social and emotional health and safety. May help individuals deal with issues associated with addictions and substance abuse, human trafficking, homelessness, the justice system, family, parenting, stress management, self-esteem and aging. May provide educational assistance, referrals for professional assistance and/or direct recreational activities.

Hiring Range: \$14.00 - \$17.43/hour

Primary Schedule: Monday (11am-7pm) Thursday 4pm-12am) Friday (11am-7pm) and two weekend shifts.

Job Summary:

Serve as a youth care worker at the RHY shelter on the weekends and provide direct supervision of the youth. On weekday shifts, responsibilities will consist of aftercare case management and administrative support.

Case Management/Administrative Duties and Responsibilities:

- Maintain a caseload of at least 4 youth; coordinate and integrate community support services with youth, encourage youth to take ownership in meeting their needs. Regularly assess the youth's progress against the agreed upon service plan and make adjustments as needed with youth's input.
- Identify community support services with the youth, taking into account his or her sexual orientation, cultural, ethnic, religious and family backgrounds. Coordinate and maintain outreach services with other human service agencies. Collaborate and network with community resources on a regular basis.
- Maintain and complete accurate records on all residents in accordance with OCFS regulatory requirements. Maintain accurate and up to date entries on all databases, including monthly Director's Reports. Maintain accurate records of all services provided to youth and submit billing to the CAPTAIN Finance Department in a timely manner. Maintain accurate records for internal reports.
- Provide follow-up contact with youth 3 months post-discharge to determine current housing status and add note to youth's case file.
- Manage the discharge plan including development of an individualized care plan with the youth.
- Develop relationship and rapport with current shelter residents to help ease the transition in after-care.
- Assess on a regular basis the progress and/or issues that the youth is experiencing in after-care.
- Advocate for the youth to ensure his or her needs are being met through access to entitlement programs, vocational/educational opportunities and housing needs.
- Link the youth and family with community resources and activities for the youth during weekends, school breaks and summer
- Assist in developing/monitoring the following forms: Shift Change reports, Daily Meal Count report, Regional Food Bank reports
- Assist in training and providing orientation to all new Youth Care Workers regarding Shelter rules, policies and procedures
- Maintain an organized and efficient working environment
- Maintain weekly menu

- Assist in ordering food, planning weekend activities, etc. as needed
- Monitor completion of AM, PM and Weekend chores
- Assist Case Manager as needed

Youth Care Worker Duties and Responsibilities:

DAY SHIFTS (8AM-4PM)

- Supervise and interact with residents at all times throughout their daily routines
- Ensure that all residents are accounted for at all times
- Assign breakfast and lunch chores and supervise chore completion for each resident
- Assist in the preparation of breakfast and lunch and snacks
- Monitor and enforce house rule compliance
- Assist in the facilitation of the daily schedule for each resident
- Transport residents when necessary (job, appointment, weekend activity)
- Responsible for extra cleaning and maintenance of the Shelter
- Communicate with on-call Supervisor when necessary
- Provide appropriate interventions in order to quell any crisis
- Assist in provision of medications as necessary
- Perform assigned tasks as directed by supervisor

EVENING SHIFTS (4PM-12AM; weekends/holidays: 4pm – 12 am)

- Supervise and interact with residents at all times throughout their daily routines
- Ensure that all residents are accounted for at all times
- Follow up on and assign dinner chores and supervise chore completion
- Assist in preparation of dinner and snacks
- Monitor and enforce house rule compliance
- Provide appropriate interventions in order to quell any crisis
- Assist in provision of medications as necessary
- Assist in the facilitation of the daily schedule for each resident

Qualifications:

- Must have a Associates Degree in a human service field, Bachelor’s Degree preferred.
- Must possess a valid NYS Driver’s license and provide evidence of appropriate vehicle insurance coverage.
- Must be reliable, have at least 1 year paid or volunteer experience in the human services field and have an affinity for working with at risk youth.

Employer Disclaimer:

- Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their direct supervisor.
- This job description does not create an employment contract, implied or other than as “at Will” employment relationship.

Employee Signature: _____

Date: ___/___/___

Direct Supervisor Signature: _____

Date: ___/___/___