



**Job Title: Youth Care Worker (Full-Time, Non-Exempt)**

**Program: Runaway and Homeless Youth Shelter**

**Reports To: Shelter Administrator for 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: \$12.30 - \$17.43/hour**

**Job Summary:**

Ensure that all youth are supervised and cared for, according to NYS OCFS licensing regulations, as well as the Shelter's rules and regulations. Complete all assigned tasks during shift and complete all required documentation regarding residents. Full time position of 40 hours per week, 5 eight-hour shifts. Position is eligible for full benefit package of CAPTAIN CHS; Paid Time Off (PTO), paid holidays, Medical Insurance, Dental, Vision, FMLA, and other generous benefits.

**Schedule:**

Monday 12:00am-Monday 8:00am

Tuesday 12:00am-Tuesday 8:00am

Wednesday 12:00am-Wednesday 8:00am

Thursday 12:00am-Thursday 8:00am

Friday 12:00am-Friday 8:00am

**OVERNIGHT SHIFTS (12AM – 8AM)**

- Assist in the preparation of breakfast
- Responsible for assigned overnight cleaning responsibilities
- Communicate with on-call Supervisor when necessary
- Provide approved intervention in order to quell any crisis
- Follow individual resident's schedules for morning routine: i.e. help get them ready for school
- Perform assigned tasks as directed by supervisor

**GENERAL**

- Complete and document all mandated training per supervisor.
- Ensure all residents are accounted for at all times.
- Monitor and enforce house rule compliance.
- Assist in medication administration as necessary
- Complete all required documentation.

**Qualifications:**

- Must have GED or High School Diploma, some college preferred.
- Must possess a valid NYS Driver's license and provide evidence of appropriate vehicle insurance coverage.
- Must be reliable, have some paid or volunteer experience in human services field and have an affinity for working with 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:** \_\_\_\_/\_\_\_\_/\_\_\_\_