



# **CAPTAIN**

Community Human Services

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

**Program:** Runaway and Homeless Youth Shelter

**Reports to:** Shelter Director and/or Shelter Manager

**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 - \$15.43/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, some nights and weekends. Position is eligible for full benefit package of CAPTAIN; Paid Time Off (PTO), paid holidays, Medical Insurance, Dental, Vision, FMLA, and other generous benefits.

## **Duties and Responsibilities:**

### DAY SHIFTS (8AM-4PM)

- Supervise and interact with residents at all times throughout their daily routines
- Assign breakfast and lunch chores and supervise chore completion for each resident
- Assist in the preparation of breakfast and lunch and snacks
- 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
- 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
- Follow up on and assign dinner chores and supervise chore completion
- Assist in preparation of dinner and snacks
- Assist in the facilitation of the daily schedule for each resident

#### 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.