

CHILDHAVEN, INC.
JOB DESCRIPTION

JOB TITLE: Youth Advocate
FLSA STATUS: Part-Time, Non-Exempt (Hourly)
REPORTS TO: Shift Supervisor/Shelter Program Director
WORK SCHEDULE: Up to 29 hours per week.

GENERAL STATEMENT OF DUTIES:

To promote the health, safety and welfare of children and adolescents in the child welfare system. Responsible for the overall care and safety of residents. Assure that clients' physical, medical, behavioral health and scholastic needs are addressed. Assure program's compliance with state regulations and program goals.

PRIMARY DUTIES:

1. Assure proper completion of resident intake and discharge forms and procedures.
2. Supervise Childhaven residents ranging in age from newborn to 17 years.
3. Tend to the physical, emotional, social, intellectual, and nutritional needs of resident children.
4. Assist children with personal hygiene, life skills, cleaning rooms, laundry, taking care of facility and acquiring needed supplies.
5. Complete daily progress notes, medication documentation, shift reports and incident reports by the end of shift.
6. Read, understand, and abide by the NM State Shelter Regulations and licensing requirements.
7. Be a positive influence on and role model for children and co-workers.
8. Utilize positive discipline and de-escalation techniques with the children/youth.
9. Assist in evaluating the program to make sure that it meets the needs of the children.
10. Supervise the children/youth at all times.
11. Develop and maintain positive professional relationships with co-workers, school personnel, caregivers, social workers, and community members by keeping all lines of communication open.
12. Be an advocate for quality shelter care by being a role model and by speaking positively about the program when out in the community.
13. Assure all necessary information is up to date in your personnel file.
14. Be on time for all assigned shifts and trainings.
15. Attend 24 hours of professional training each year.
16. Transport children to/from school and other appointments (drivers of Childhaven vehicles must have a clean driving record and be at least 25 years of age).
17. Sort, clean, maintain, & utilize all donated items.
18. Provide a clean, safe environment for children, co-workers, and visitors.
19. Observe and document children/youth behaviors in contact notes, shift report and incident reports prior to the end of shift.
20. Communicate with staff on prior, current, & next shift.
21. Notify supervisor immediately of unusual staff, child, or youth behaviors or any safety concerns.
22. Assure all incoming and outgoing medications are documented in proper logbooks and in accordance with policy. Record all medications dispensed to children/youth.
23. Perform all duties assigned by supervisors; assist in whatever area of childcare is needed.

JOB KNOWLEDGE:

- Abide by State Licensing Regulations and standards as applied to childcare and Childhaven Policies & Procedures
- Attain current CPI, CPR and First Aid Certification within 30 days of hire
- 24 hours approved training required per year to include trauma-informed practices
- A good working knowledge of child development and developmentally appropriate practices
- An interest in and concern for children and their proper care and well-being
- A good working knowledge of curriculum and planning for children & youth ages 0 – 17
- Human relations skills pertaining to contacts with children, staff, caregivers, and other agency providers such as social services & law enforcement

QUALIFICATIONS:

- High School Diploma or GED
- Demonstrated ability to deal effectively with children
- 2 years of relevant experience
- Effective, oral & written communication skills
- 21 years of age at minimum
- Must be at least 25 years of age to be eligible to drive Childhaven vehicles
- Must be able to pass local, state, and federal background checks (fingerprints)
- Able to lift up to 50 lbs.
- Current Valid NM Driver's License if a driver for Childhaven
- Adhere to Licensing Requirements and Childhaven policies and procedures
- Flexibility and ability to work in crisis situations

SIGNATURES:

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position. Failure to comply with these terms may result in termination or resignation.

Employee Signature

Date

Supervisor Signature

Date

JOB DESCRIPTION – PART II

Position: **YOUTH ADVOCATE – RESIDENTIAL**

Directions: This form lists various physical and mental requirements that enable us to describe the requirements for the position listed above. One selection is to be made in each category.

N/A or None: Not required in this position

Occasional: Performed or encountered 1% to 33% of the work time

Frequent: Performed or encountered 34% to 66% of work time

Constant: Performed or encountered 67% to 100% of work time

Sitting for Long Periods: 1. N/A 2. Occasional 3. <u>Frequent</u> 4. Constant	Operating Office Equipment (Other than Computer): 1. N/A 2. <u>Occasional</u> 3. Frequent 4. Constant	Using Computer: 1. N/A 2. <u>Occasional</u> 3. Frequent 4. Constant	Move Freely About Office: 1. N/A 2. Occasional 3. <u>Frequent</u> 4. Constant	Using Telephone: 1. N/A 2. <u>Occasional</u> 3. Frequent 4. Constant
Mobility, Walking: 1. N/A 2. Occasional 3. <u>Frequent</u> 4. Constant	Mobility, Standing: 1. N/A 2. Occasional 3. <u>Frequent</u> 4. Constant	Mobility, Bending: 1. N/A 2. Occasional 3. <u>Frequent</u> 4. Constant	Mobility, Climbing: 1. N/A 2. <u>Occasional</u> 3. Frequent 4. Constant	Mobility, Crawling: 1. N/A 2. <u>Occasional</u> 3. Frequent 4. Constant
Visual Requirements Overall Vision: 1. N/A 2. Occasional 3. Frequent 4. <u>Constant</u>	Visual Requirements Close-up Work: 1. N/A 2. Occasional 3. <u>Frequent</u> 4. Constant	Visual Requirements Reading Computer Monitor: 1. N/A 2. <u>Occasional</u> 3. Frequent 4. Constant	Visual Requirements Reading for Long Periods: 1. N/A 2. <u>Occasional</u> 3. Frequent 4. Constant	Produce Written Documents: 1. N/A 2. Occasional 3. <u>Frequent</u> 4. Constant
Dexterity, Handling Objects: 1. None 2. Occasional 3. <u>Frequent</u> 4. Constant	Dexterity, Reaching for Objects: 1. None 2. Occasional 3. <u>Frequent</u> 4. Constant	Dexterity, Grasping Objects: 1. None 2. Occasional 3. <u>Frequent</u> 4. Constant	Dexterity, Fingering/Touching Objects: 1. None 2. Occasional 3. <u>Frequent</u> 4. Constant	Dexterity, Ability to Feel Objects: 1. None 2. Occasional 3. <u>Frequent</u> 4. Constant
Hearing Normal Speech: 1. None 2. Occasional 3. Frequent 4. <u>Constant</u>	Hearing on the Telephone: 1. None 2. <u>Occasional</u> 3. Frequent 4. Constant	Speaking in Person: 1. None 2. Occasional 3. <u>Frequent</u> 4. Constant	Speaking on the Telephone: 1. None 2. <u>Occasional</u> 3. Frequent 4. Constant	Speaking to Large Groups: 1. None 2. <u>Occasional</u> 3. Frequent 4. Constant
Exposure to Stressful Situations: 1. None 2. Occasional 3. <u>Frequent</u> 4. Constant	In Person, Public Contact: 1. None 2. Occasional 3. <u>Frequent</u> 4. Constant	Public Contact, via Telephone 1. None 2. <u>Occasional</u> 3. Frequent 4. Constant	Decision-making Stress: 1. None 2. Occasional 3. Frequent 4. <u>Constant</u>	Concentration: 1. None 2. Occasional 3. Frequent 4. <u>Constant</u>

Lifting/Carrying 5 Pounds: 1. None 2. Occasional 3. <u>Frequent</u> 4. Constant	Lifting/Carrying 6 to 20 Pounds: 1. None 2. Occasional 3. <u>Frequent</u> 4. Constant	Lifting/Carrying 21 to 30 Pounds: 1. None 2. Occasional 3. <u>Frequent</u> 4. Constant	Lifting/Carrying to 50 Pounds: 1. None 2. Occasional 3. <u>Frequent</u> 4. Constant	Lifting/Carrying More than 50 Pounds: 1. None 2. <u>Occasional</u> 3. Frequent 4. Constant
Environmental Conditions – Noise: 1. None 2. Occasional	Environmental Conditions – Dust, Smoke, Fumes: 1. None	Environmental Conditions Indoors – Cold/Heat: 1. None	Environmental Conditions Outdoors – Rain, Snow, Cold, Heat:	Driving Company Vehicle: 1. None

3. <u>Frequent</u> 4. Constant	2. <u>Occasional</u> 3. Frequent 4. Constant	2. <u>Occasional</u> 3. Frequent 4. Constant	1. None 2. Occasional 3. <u>Frequent</u> 4. Constant	2. Occasional 3. <u>Frequent</u> 4. Constant
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Please list any pre-existing medical conditions that may limit your ability to perform the job requirements.

Additional Requirements for this Position:

After CPI Training: Physically able to Restrain Child/Adolescent

2. **Occasional** 3. Frequent 4. Constant

After CPI Training: Crisis Management (dealing with severely abused children/adolescents and their families)

2. Occasional 3. **Frequent** 4. Constant

After Training: Ability to work with suicidal clients

2. **Occasional** 3. Frequent 4. Constant