

## Job Description

**Title:** Youth Mentor (3<sup>rd</sup> Shift) (Smith House Program)  
**Reports to:** Director of Residential Services  
**Classification:** Non-Exempt  
**Hours:** Part-Time, Primarily 3<sup>rd</sup> shift but hours are variable  
**Hiring Range:** \$11-15/hour depending on experience and education  
**Work Week:** Monday 12:00 AM to Sunday 11:59 PM (WORK WEEK FOR CALCULATING OVERTIME)  
**Required to Transport Clients?** Yes  
**Required to Drive in the Course of Conducting Business?** Yes  
**Meets Policy Requirements for Personal Cell Phone Use?** No  
**Meets Policy Requirements for Company Cell Phone?** No

## Background

For over 40 years, Pendleton Place has provided critical residential, clinical, and community-based services to children, youth, and families affected by the traumas of abuse, neglect, family instability, poverty, homelessness, and more. Beginning in 1975 as an emergency children's shelter, Pendleton Place has grown into an organization that offers a continuum of trauma-informed services that protect, equip, and heal vulnerable youth. Our mission is to keep children safe and support families in crisis through prevention, assessment, and intervention. Our vision is a community where children are safe, families are strong, and victims become whole again.

The primary mission of PP's residential foster care program is to provide services to abused and neglected youth ages twelve (12) through twenty-one (21). Youth Mentors are expected to work in harmony with each other and the Department of Social Services to ensure that the emotional and physical needs of the children in our care are met. They are to provide a safe and nurturing environment while maintaining smooth daily operations.

## Position Summary

Youth Mentors may be scheduled to work weekdays and weekends. Full time employees will generally be scheduled to work forty (40) hours weekly and part time employees will be scheduled to work as needed. Third shift is generally 10 pm-6 am. Youth Mentors are responsible for attending regular trainings and monthly agency meetings to support the Agency's goal of working in a team-oriented environment. Youth Mentors are required to complete fourteen (14) hours of field-related training yearly provided on the job through the Smith House program.

## Essential Functions of Position

1. Monitor educational, medical and hygiene needs, and teach independent living skills to prepare youth for transitioning out of foster care
2. Supervise youth at all times during awake hours
3. Participate in developing and scheduling youth activities, meal plans, chores, etc.; ensure all youth adhere to the daily schedule of routine care and activities.
4. Understand and appropriately implement the use of Agency behavioral tools (e.g. ICMP and Residential Handbook)
5. Respond to placement request phone calls and staff referrals with Smith House Director and Case Manager
6. Remain proficient in use of Agency software, Kaleidacare, maintaining accurate and complete documentation, files and forms
7. Document medical information from Medical Encounter Form and medication in a timely manner
8. Actively participate in regularly scheduled case staffings
9. Monitor Residential Calendar daily for scheduled activities and plan accordingly

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10. Routinely inform Smith House Director of needed supplies, repairs, etc.
11. Provide Case Manager timely documentation of observed behaviors to enable appropriate case management decisions
12. Distribute medication and document information in medication log as trained
13. Demonstrate effective time management skills
14. Ensure cleanliness of Smith House staff/client areas
15. Other duties deemed necessary

## Qualifications

### Minimum Qualifications

1. Minimum of a 4-year degree from an accredited university and experience working with at-risk youth
2. Will have satisfactory criminal history and background check including the Child Abuse and Neglect Central Registry, Sex Offenders Registry, and Motor Vehicle Department
3. Will have or will obtain CPR/First Aid certifications within six months of employment and maintain certification as required under local/state regulations
4. Physical ability to lift and carry 50 pounds, bend and stoop to perform essential duties
5. Ability to utilize Therapeutic Crisis Intervention's de-escalation techniques and physical interventions. Must maintain a score of 80 or above.
6. Ability to be outdoors in cold and/or heat for active participation for recreational engagement with the children if activity is scheduled during night shift
7. Ability to understand, enjoy, and be comfortable engaging with youth
8. Ability to serve as a role model for all residents
9. Ability to work cooperatively and communicate effectively with team members
10. Possess valid South Carolina driver's license

Physical Demands				
Stand	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Lifting Requirements				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Pushing and Pulling Requirements				
12 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A

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41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Definitions				
<b>N/A</b>	<b>Not Applicable</b>	Activity is not applicable to this occupation		
<b>O</b>	<b>Occasionally</b>	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
<b>F</b>	<b>Frequently</b>	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
<b>C</b>	<b>Constantly</b>	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

*The organization has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your At-Will employment, and the organization reserves the right to change this job description and/or assign tasks for the employee to perform, as the organization may deem appropriate.*

I \_\_\_\_\_ have read and understand this job description and agree that I am able to perform the essential functions outlined in this job description. I understand that failure to provide information or omission of information pertaining to my ability to meet the requirements of the job or my inability to perform the essential job duties will be cause for immediate termination of employment, regardless when or how discovered.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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