

Job Description

Title: Youth Mentor (Swing/Flex Shift) (Smith House Program)
Reports to: Smith House Director
Classification: Non-Exempt, Hourly
Hours: Full-Time; hours may include any shift on any day of the week, including weekends, and are *dependent on the need of the Smith House residential program*
Pay Range: \$11-15/hour depending on experience and education
Work Week: Monday 12:00 AM to Sunday 11:59 PM (AGENCY WORK WEEK FOR CALCULATING OVERTIME)
Required to Transport Clients? Yes
Required to Drive in the Course of Conducting Business? Yes

Background

Since 1975, Pendleton Place (PP) has been a place of safety and comfort for children hurt by abuse and neglect. PP is committed to innovative approaches that will establish communities where children are safe, families are strong and victims become whole again. We help children and families through a focus on residential foster care, supportive community services for at-risk families, safe family visitation, and comprehensive assessment for children and families in the foster care system.

The Smith House residential program offers a safe, loving home to youth who have been removed from their homes due to abuse or neglect. Smith House provides a safe and comforting home for girls ages 12-21. In addition to basic needs like food and clothing, our residents are provided with counseling services, structured educational support, life skills training, financial literacy classes, civic engagement, and other hands-on opportunities aimed at preparing youth for successful, independent living after foster care.

Position Summary

Youth Mentors provide supervision and structured support, in a trauma-informed manner, to the residents of the Smith House residential foster care program; this role is integral to meeting the daily life needs of the children placed into Smith House's care. Youth Mentors may be scheduled to work weekdays and weekends as needed to meet the staffing needs of a 24-hour residential program. First shift is generally 6 a.m. – 2 p.m. Second shift is generally 2 p.m. – 10 p.m. Third shift is generally 10 p.m. – 6 a.m. The swing shift (also known as "flex" shift) Youth Mentor typically is scheduled to work four (4) 10-hour shifts each week for a total of forty (40) hours; however, that is subject to scheduling needs as determined by the Program Director. Additionally, this position will often require daily adjustment of the work schedule in order to provide the needed coverage, corresponding to the ebb and flow of the Residential Activity Calendar; while the majority of swing shifts will be 1 p.m. to 11 p.m., this is not a permanent schedule. This position requires consistent and effective communication with the Program Director and Child Advocate to determine each shift's optimal hours. Youth Mentors are responsible for attending regular trainings and monthly program meetings to support the Agency's goal of working in a team-oriented environment. Youth Mentors are required to complete a minimum of fourteen (14) hours of field-related training yearly provided on the job through the Smith House program.

Essential Functions of Position

Note: These tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the 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 during awake hours as required by their Smith House Resident Level and in compliance with DSS standards

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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. TCI, ICMP, trauma-informed care, Operations Handbook, Resident Handbook)
5. Remain proficient in use of Agency data management tool, Kaleidacare, to maintain accurate and complete documentation, files and forms
6. Monitor Residential Activity Calendar daily for scheduled activities and plan accordingly
7. Coordinate transportation of youth to all scheduled activities
8. Routinely inform Smith House Director of needed supplies, repairs, etc.
9. Provide Case Manager timely documentation of observed behaviors to enable appropriate case management decisions
10. Demonstrate an understanding of working with traumatized youth and trauma-based behaviors and be prepared to engage in short-term counseling or crisis intervention as needed
11. Distribute medication and document information in medication log as trained
12. Train in and demonstrate the ability to utilize Therapeutic Crisis Intervention's de-escalation techniques and physical interventions. Must maintain a score of 80 or above.
13. Demonstrate effective time management skills
14. Other duties as deemed necessary

Qualifications

Minimum Qualifications

1. Bachelor's degree from an accredited university or college in a human services or related field
2. Will have or will obtain CPR/First Aid certifications within six months of employment and maintain certification as required under local/state regulations
3. Physical ability to lift and carry 50 pounds, bend and stoop to perform essential duties
4. Ability to be outdoors in cold and/or heat for active participation for recreational engagement with the children
5. Ability to quickly and decisively adapt to changing situations and continue to progress toward goals and priorities
6. Commitment to diversity and inclusion and ability to work with diverse clients
7. Willingness/ability to treat all clients and staff with respect and dignity
8. Satisfactory physical examination, TB test, criminal history check, driving record, and background check including the Child Abuse and Neglect Central Registry, Sex Offenders Registry, and Motor Vehicle Department
9. Possession of a valid driver's license issued by the State of South Carolina

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

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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
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				
N/A	Not Applicable	Activity is not applicable to this occupation		
O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
C	Constantly	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: _____