

## Job Description

**Title:** Youth Mentor (Relief Staff) (Smith House Program)  
**Reports to:** Smith House Director  
**Classification:** Non-Exempt  
**Hours:** Part-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  
**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.

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 (relief staff) may be scheduled to work weekdays and weekends as needed to meet the staffing needs of a 24-hour residential staffing model. Relief Youth Mentors may be called upon to cover the hours of any shift. 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. 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 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. TCI, ICMP, Operations Handbook, Resident 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. Monitor Residential Calendar daily for scheduled activities and plan accordingly
8. Coordinate transportation of youth to all scheduled activities
9. Routinely inform Smith House Director of needed supplies, repairs, etc.

10. Provide Case Manager timely documentation of observed behaviors to enable appropriate case management decisions
11. Demonstrate an understanding of working with traumatized youth and trauma-based behaviors and be prepared to engage in short-term conferencing as needed.
12. Distribute medication and document information in medication log as trained
13. Train and demonstrate the ability to utilize Therapeutic Crisis Intervention's de-escalation techniques and physical interventions. Must maintain a score of 80 or above.
14. Demonstrate effective time management skills
15. Other duties as 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 be outdoors in cold and/or heat for active participation for recreational engagement with the children
6. Ability to understand, enjoy, and be comfortable engaging with youth
7. Ability to serve as a role model for all residents
8. Ability to work cooperatively and communicate effectively with team members
9. 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

This is not a contract. Nothing in this document will alter the At-Will Employment Relationship.

Smith House Youth Mentor (Relief) Part-Time  
Last Updated: January 31, 2017

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				
<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: \_\_\_\_\_