



The Settlement Home for Children

Job Title:	Youth Care Coordinator	FLSA Status:	Hourly, Nonexempt
Program:	Support Staff	Group:	N/A
Location:	Main Campus/Off-Campus	Reports To:	Training & Relief Team Supervisor
Position Type:	Regular Full-Time	Supervises:	Scheduled Staff, Residents

Summary:

The Youth Care Coordinator is responsible for assisting in the management and supervision of programs, cottages, staff, and residents, both on- and off-campus. As a campus Supervisor, the Coordinator will provide support to all direct-care staff and serve as a role model to the residents in order to facilitate treatment goals. The Coordinator will ensure individual compliance with all applicable Licensing standards, and organization policies, procedures, and practices.

Essential Job Functions & Expectations:

Roles and Responsibilities:

- Program Support/Supervision:
 - Supervises all residential programs staff on weekday evenings alongside a therapist/supervisor
 - Supervises all residential programs staff on weekends
 - Assists in improving management, supervision, and/or treatment programming of residential programs
 - Consults with cottage supervisors about staff dynamics and resident issues
 - Facilitates communication of Agency Coordination Meeting notes with cottage supervisors to all residential programs staff
 - Ensures compliance of caregiver/resident ratios
 - Attends to emergency needs pertaining to the Transitional Living Program as needed
 - Assesses crisis scenarios for the need to initiate emergency behavior intervention; communicates with medical or law enforcement personnel if necessary
 - Coordinates with the Program Support Coordinator for planning weekend activities, events, or volunteer-lead opportunities
 - Provides supervision, training, and evaluation to assigned Relief and Awake Night staff
 - Reports to Program Directors when backup is called from one program to another.
 - Bases on a residential cottage in the event of immediate coverage lapses
 - Participates in safe, therapeutic physical restraint of residents when necessary
- Administrative:
 - Supervises resident conduct, ensuring adherence to schedule and rules
 - Publishes daily/nightly summary in agency-wide emails
 - Oversees scheduling of relief staff coverage as needed
 - Problem-solves gaps in coverage as a result of call-ins, vacation, campus safety, etc.
 - Facilitates training of selected direct care staff through Back Up Coordinator protocols and responsibilities

- Completes campus lockup procedures
- Supervises cleanliness of multi-purpose areas as needed
- Attends all staff agency trainings, RTC/Group Home meetings, and other meetings pertaining to the coordinator role
- Other duties/projects as requested. Duties and responsibilities may be added, deleted or changed at any time at the discretion of leadership, formally or informally, either verbally or in writing.

Required Knowledge, Skills, and Abilities:

- Ability to effectively resolve problems or issues using judgment that is consistent with standards, policies, procedures, regulation, and/or government law
- Practices organization’s Culture of Communication, ensures straightforwardness and honesty
- Strong attention to detail, efficient time-management skills
- Knowledge of applicable Licensing and Program standards
- Physical ability to complete Emergency Behavioral Intervention training and safely administer physical restraints
- Ability to interface with all levels of the organization
- Demonstrates rapport and psychological sensitivity towards residents
- Understands dynamics of individual and group behavior
- Ability to manage stress with multiple competing priorities
- Ability to effectively use organization’s computer systems
- Possesses integrity and compliance – can be relied upon to act ethically
- Demonstrates cultural and linguistic competence
- Exhibits professional work habits, dress, and grooming standards

Qualifications and Education Requirements:

- High school diploma or equivalent required.
- Some post-high school education required. Work experience in a similar field may be considered in lieu of post-high school education requirement.
- At least two (2) years of experience in a child care or child treatment role, preferably 24-hour child care, required.
- Supervisory experience required.
- Must meet personnel requirements as outlined by the Texas Department of Family and Protective Services Minimum Standards for General Residency Operations.
- Valid Driver License and auto liability insurance required.

Preferred Qualifications and Education:

- Bachelor’s degree in a human services, behavioral sciences, or related field.
- Understanding of the range of treatment modalities in 24-hour children’s care.
- CPR/First Aid certification.

Essential Physical Requirements/Working Conditions:

Subject to both inside and outside environmental conditions. Must be able to lift and/or exert up to 40 pounds of

force occasionally, and/or up to 25 pounds of force frequently. Position frequently involves walking, standing, sitting, stooping, lifting, reaching, kneeling, crouching, speaking, and repetitive motion. Position may occasionally involve running, climbing, balancing, and crawling. May regularly be involved in the physical restraint of an adolescent and/or adult person--must possess the physical capability needed to safely administer restraints. Must have close visual acuity (corrected or uncorrected) so as to perform reading and transcription; perform visual inspections; operate a motor vehicle. Must be able to hear so as to receive detailed information through oral communication; receive information through electronic, telephone, and/or radio frequency; respond quickly to emergency support requests.

Diversity creates a healthier environment: equal opportunity employer. We strictly prohibit unlawful discrimination during recruitment, hiring, compensation, promotion, or any other condition of employment, on the basis of race, color, creed, ancestry, national or ethnic origin, religion or belief, sex (including pregnancy), sexual orientation, gender identity or expression, marital status, disability, age, past, present, or prospective military service, medical history or genetic information, socio-economic circumstance, or any other characteristics protected by law. We maintain a drug-free and alcohol-free workplace.

Last Updated By:	Kat Edwards, HR Director	Date:	2/21/17
Reviewed By:	Michael Spake, Training & Relief Team Supervisor	Date:	2/21/17
Approved By:	William Metz, Operations Director	Date:	2/22/17
Employee Signature:		Date:	