



## Job Description

### **Youth Shelter Relief Staff: Third Shift Weekends**

**Job Title:** Relief Staff  
**Reports To:** Youth Shelter Program Coordinator  
**Those Reporting To:** None

#### **Summary**

The Youth Shelter Relief Staff provide case management services to runaway, homeless and abused children in the Youth Shelter program of SAFE Haven of Racine, Inc. on weekends, holidays, and at other times when Residential Case Managers are not on duty, or when the program is exceptionally busy. *The Youth Shelter Relief Staff must be available to work weekends and holidays.*

#### **Essential Duties and Responsibilities**

On duty Friday and Saturday third shift and other weekend shifts, holiday shifts, and other shifts as assigned.

Essential duties and responsibilities include the following. Other duties may be assigned.

On duty weekend shifts, holiday shifts, and other shifts as assigned.

Supervise clients and coordinate their activities, including assignment of household chores, meal preparation, recreation, etc.

Enforce program rules, consequences and privileges.

Provide supervision and continued training of volunteers and new staff as directed.

Complete intake process and AODA assessment with youth and care givers according to established guidelines, and make appropriate contact with and/or referrals to other agencies.

Create a healthful atmosphere within the house, conducive to congenial group living.

Conduct individual, group and family case management sessions.

Be available as a source of case management support for residents throughout assigned shifts.

Ascertain that a medical health assessment, completed by a Registered Nurse, has been scheduled within 24 hours of a resident's admission.

Maintain liaison with resident's school concerning absences, problems, and termination of stay.

Under the direction of the Youth Shelter Program Coordinator, complete case files.

Assist in the completion of required reports as directed by the Program Coordinator.

Attend required monthly staff meetings

Attend mandatory in-services.

Accrue at least 24 hours of training annually as required by the State of Wisconsin.

Continue professional growth through independent study and attendance at training sessions and workshops.

Plan and prepare meals for residents in accordance with state and federal guidelines.

Maintain overall household safety, maintenance and cleaning including collecting and taking out garbage, shoveling snow off walkways, stairs and porch, vacuuming, mopping, etc.

Respond to 211 Racine calls as needed.

Other duties, as time permits, at the discretion of the Program Coordinator and/or Executive Director.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

A degree in human services is strongly preferred.

Experience in the provision of human services, particularly active listening skills.

Experience in training and/or supervision is strongly preferred.

### **Language Skills**

Excellent oral communication skills, including active listening skills.

Must be able to read, write and speak English fluently.

Bilingual Spanish language abilities preferred.

### **Computer Skills**

Must be able to enter data, generate reports, and perform word processing tasks.

### **Other**

Must be at least 21 years of age.

A person 19 or 20 years old may be hired if during the course of employment, the individual is enrolled in and regularly attends a college or university with a major in the following areas: Social Work, Sociology, Special Education, Psychology, Counseling and Guidance, Criminal Justice, or any other area in the human services field approved by the State of Wisconsin Department of Health and Family Services.

An understanding of the significance of confidentiality and agreement to maintain this policy in all areas of agency work.

Successful completion of a State of Wisconsin HFS 64 background information disclosure form and Department of Justice caregiver background check conducted under s. HFS 57.15 (2) (a) and (3), and any subsequent investigation related to information obtained from the background check.

Successful completion of SAFE Haven Basic Training within 30 days of hire.

Submission of a negative tuberculin skin test (PPD).

Evidence of freedom from communicable disease.

Completion of Medic First Aid and CPR training within six months of hire.

Completion of Fire Safety and Evacuation training within six months of hire.

Empathy for people who are often in difficult circumstances.

Excellent problem solving skills and mature judgment.

*Must be available to work weekends and holidays.*

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to climb three flights of stairs in 90 seconds.

Must be able to handle stress and work well under pressure.

Must be able to keep an emotional distance from the clients.

Must be able to handle crises.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The facility is a community based state licensed residential group home in an urban inner city environment. Clients present with many issues including, but not limited to, physical, sexual, and/or emotional abuse, alcohol and other drug use, mental health issues, physical health problems, and problems with family dynamics.

**Status**

This position is a nonexempt part time wage position eligible for other employment with SAFE Haven of Racine Inc. It is the policy of SAFE Haven of Racine Inc. that no nonexempt employee work more than 40 hours per week.

SAFE Haven of Racine Inc. is an Equal Employment Opportunity/Affirmative Action Employer which affords employment opportunity to all applicants without regard to race, sex, sexual orientation, age, marital status, color, religion, national origin, handicap, disability or status as Vietnam-era or special disabled veterans; and is in accordance with applicable Federal laws and in compliance with the Americans with Disabilities Act.

This job description is subject to addition, amendment, change or revocation at any time without prior notice. The revised information may supersede, modify, or eliminate the existing job description.

A current copy of this job description must be provided to the employee, and maintained in the personnel file.

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Signed, Employee

Date