



Job Description

Job Title: SAFE Haven Youth Specialist
Reports To: Shelter Supervisor/ Case Manager

Summary

The SAFE Haven Youth Specialist provides case management services to participants when Case Managers are not on duty, or when the program is exceptionally busy. *Youth Specialist must be available to work weekends and holidays.*

Essential Duties and Responsibilities

Uphold the program expectations by demonstrating sound professional character and implementing the programs.
Supervise and assist residents with the coordination of their activities, including assignment of household chores, meal preparation, recreation, etc.
Complete intakes, discharges, psychosocial assessments, coordinate nurse health assessments.
Create a safe and healthy living environment that is conducive to a group living environment.
Conduct individual, family, group sessions as well as consulting with outside resources.
Maintain overall household safety by performing maintenance and cleaning which includes collecting and taking out garbage, shoveling snow off walkways, stairs and porch, vacuuming, mopping, etc.
Assist with the training of volunteers and new staff.
Attend all required staff meetings and in-services.
Accrue at least 24 hours of training annually via independent study and attendance at training sessions and workshops.
Other duties as assigned.

Qualifications

Education and/or Experience

Prior experience in shelter care very strongly preferred.
AA /BA/BS in a human services related field such as Psychology, Social Work or Sociology.
CBRF Certified and CPR/1st AID Certified

Language Skills

Proficient verbal and written communication skills, including active listening skills.
Bilingual in Spanish preferred.

Computer Skills

Working knowledge of Microsoft Word, Excel, Access, and internet communications such as webmail.
Prior experience in RHY MIS and/or WISP HMIS databases strongly preferred.

Other

Must be at least 21 years of age or at least 19 and currently enrolled and regularly attending school for human services fields.
Empathy for people who are often in difficult circumstances.
Excellent problem solving skills and mature judgment.

Physical Demands

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

Work Environment

SAFE Haven facilities are community based residential group homes in urban inner city environments. Participants present many challenges including, but not limited to, physical, sexual, and/or emotional abuse, alcohol and other drug use, mental health issues, physical health problems, and challenges 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 signed, dated, provided to the employee, and maintained in the personnel file.

Signed, Employee

Date