

HARRIS COUNTY
Human Resource & Risk Management
Houston, TX 77002
(713) 274-5444
<http://www.harriscountytexas.gov/hrrm>
invites applications for the position of:

Youth Worker
An Equal Opportunity Employer

SALARY:	\$17.89 - \$22.37 Hourly \$3,100.93 - \$3,877.47 Monthly \$37,211.16 - \$46,529.64 Annually
OPENING DATE:	02/05/16
CLOSING DATE:	02/15/16 09:00 AM

POSITION DESCRIPTION:

Under the direct supervision of the Shift Supervisor, the Youth Worker supervises, monitors and counsels residents in the Shelter in accordance with the guidelines set forth by the Texas Department of Family and Protective Services Licensing Division. Transports youth when necessary. Organizes and participates in program and recreational activities.

- Counsels assigned residents experiencing emotional distress in order to help them accept their past, cope with their present and plan for their future.
 - Establishes therapeutic relationships with the youth and utilizes the behavior management system as a teaching tool.
 - Ensures that youth needs are met and appropriate personnel are informed.
 - Ensures the opportunities for skill development in the areas of personal hygiene, decision making, independent living skills and problem solving occurs for youth in the program.
 - Ensures that youth are dressed and groomed appropriately for scheduled activities.
 - Ensures that residents clean their rooms/areas thoroughly.
 - Discuss with youth issues related to any incidents of emotional distress, provides non judgmental feedback and documents encounters.
 - Reports child abuse allegations and emotional or physical abuse of a child according to minimum standards and Kinder Shelter policy and procedures.
 - Completes incident reports as needed. Completes progress notes for each resident and notes all pertinent information in client file.
 - Accurately completes intakes, discharges and progress notes in a timely manner.
- Plans, organizes and provides organized activities during free time to enhance social skills, and emotional development.
- Addresses unacceptable behavior when required in order to maintain a safe environment for all residents and staff.
 - Intervenes when youth are engaging in behaviors that are contrary to program rules.
 - Encourage youth to comply with program rules in a non-confrontational manner. Uses behavior management program as a teaching tool.
 - Utilizes assessment skills and critical thinking in decision making.
- Documents all incidents involving youth accidents, injuries, illness, signs of emotional distress, medications and other information on required forms.
 - Utilizes assessment skills to determine response to incidents; documents all incidents accurately and timely.
 - Completes documentation prior to ending shift or leaving for the day.
 - Completes progress notes that reflect assessment, intervention and planning for youth interactions.
- Arrives at work on time and calls in when absent or lateness is unavoidable and uses time clock as required. Follows agency protocol when taking off work or calling in sick.
- May be required to assume responsibilities of shift supervisor as needed.
- Provides a safe environment for all youth and staff in the shelter. Reports and completes work orders as needed.
- Marks, launders and folds clothing.
- Attends staff meetings, mandatory trainings and maintains annual training hours required by licensing.
- Works as a team player and is respectful to co-worker and supervisors.

REQUIREMENTS:

- A bachelor's degree in a social science arena, e.g., psychology, sociology, social work, criminal justice or related field.
- One year of paid work experience working with youth and their families in a youth service agency in an institutional, counseling, or social service setting.
- Training and experience using a personal computer with a variety of software including Microsoft Office.
- A valid driver's license, reliable transportation and liability insurance.

PLUS

- Successful applicant will be required to complete **Crisis Prevention Intervention, First Aid and CPR training** within 90 days of employment.

Additional Requirements

- *Three (3) Letters of Recommendation will be required at the time of interview or upon request.*
- *Candidate must have a clean record -*No Convictions within past 10 Years.*
- *All Previous Convictions, Deferred Adjudications, and Licensing/Credentialing Investigations ever received or conducted must be disclosed on your application/interview*

PREFERENCES:

- Casework skills.
- Bilingual in English and Spanish.

GENERAL INFORMATION:

HOURS: 7:00 a.m. -- 3:00 p.m.
3:00 p.m. - 11:00 p.m.
11:00 p.m. - 7:00 a.m.
Work Schedule on an "As Required" Basis

SALARY: BA: \$3,100.93 - \$3,523.87 per Month
MA:\$3,411.20 - \$3,877.47 per Month
Commensurate With Experience
Based on 26 Pay Periods
Plus Mileage Reimbursement

"A heavy volume of applications may cause positions to close prior to advertised closing date."

Harris County has an Employment-at-Will Policy.

Employment is contingent on passing a criminal background check.

Upon receiving a conditional Offer of Employment, all applicants are screened for the presence of illegal drugs.

To view your detailed application status, please log-in to your on-line profile by visiting:

<http://www.harriscountytexas.gov/hrm/employment.aspx>

1310 Prairie Street, Ste. 170
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Position #01164
YOUTH WORKER
BQ