

**Youth Shelters & Family Services of Santa Fe, NM**  
**TRANSITIONAL LIVING PROGRAM**  
**YOUTH SERVICE SPECIALIST**  
**(EVENING & WEEKEND SHIFTS)**

GENERAL DUTIES

- A. Maintain familiarity with all aspects of Youth Shelters and Family Services (YSFS) philosophies, integrating and applying philosophies into everyday interactions and practice
- B. Maintain familiarity with and abide by all aspects of YSFS internal policies and procedures
- C. Participate as a member of agency and program teams

PRIMARY DUTIES

- A. Provide program and/or administrative activities, exercising discretion and using sound judgment under regular supervision
- B. Provide direct care and supervision of residents in compliance with policies, procedures, contracts and other regulations, working to insure the health and safety of clients

SPECIFIC PROGRAM DUTIES

- I. Complete and review comprehensive resident and program documentation from intake to discharge, as determined by program requirements
- II. Provide continuity of care by participating in the implementation of individual resident plans
- III. Provide staffing of resident activities including educational, vocational, and employment opportunities, support groups, life skills education, outing, community services, etc., as assigned room checks, as required by program policy
- IV. Facilitate leadership opportunities for residents, as assigned
- V. Document information for required reports and billing
- VI. Foster external relations as related to resident care under close supervision
- VII. Participate in the maintenance of the facility, grounds, vehicles and equipment
- VIII. Participate in the hiring and training of staff, as assigned by supervisor
- IX. Perform other duties, as assigned by supervisor

## REQUIREMENTS

- High school diploma or GED and two years relevant experience with youth, required OR Bachelor's Degree in a human service field with relevant experience, preferred; or some college and one year relevant experience with youth
- Knowledge of residential programs, desirable
- Excellent time management and organizational skills with the ability to work under pressure and adjust to changing priorities and deadlines
- Computer software skills including Windows, Microsoft Excel, Microsoft Word
- Initiative, creativity, reliability, flexibility, thoroughness
- Strong oral and written communication skills with good quality spelling, grammar and punctuation
- High integrity when dealing with a broad array of cultures and restricted and/or confidential information
- Valid Driver's License, personal auto insurance, insurable under YSFS automobile policy to allow transport of clients (must be at least 22 years of age); Criminal Records Check clearance

## POSITION

The salary range, duties and responsibilities of this position meets the requirements of the Fair Labor Standards Act as a "non-exempt" position. Youth Shelters and Family Services is an Equal Opportunity Employer, a Drug-Free Workplace and complies with the ADA. EEO/AA