

Youth Shelters & Family Services of Santa Fe, NM

YOUTH EMERGENCY SHELTER - YOUTH SERVICE SPECIALIST (EVENING & WEEKEND SHIFT)

GENERAL DUTIES

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

PRIMARY DUTIES

- A. Maintain dynamic interaction with Program Director concerning client care, legal issues and program functioning
- B. Provide program and/or administrative activities
- C. Perform program support tasks under regular supervision

SPECIFIC PROGRAM DUTIES

- A. A.Participate in client assessment, case planning and coordination
- B. Provide direct care and supervision of clients in compliance with policies, procedures, contracts and licensing regulations
- C. Complete and review comprehensive client and program documentation, as determined by program requirements
- D. Provide staffing of client activities including educational, vocational and employment opportunities, support groups, life skills education, outings, community service, etc., as assigned
- E. Facilitate leadership opportunities for clients, as assigned

- F. Provide information for required reports and billing
- G. Provide data entry as required
- H. Foster external relations as related to client care under close supervision
- I. Participate in the maintenance of facility, grounds, vehicles and equipment
- J. Participate in the hiring and training of staff, as assigned by supervisor
- K. Perform other duties, as assigned by supervisor

REQUIREMENTS

Bachelor's Degree in a human service field and one year relevant experience with the target population, preferred. OR Associate's Degree and two years' experience with target population. OR High School Diploma or GED with a minimum of 3 years of relevant experience with target population; *OR meet requirements as required by the Children, Youth and Families Department, Children's Behavioral Health Division Service Requirements and Utilization Guidelines*

- 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, desirable
- 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 provide transport of clients, including a clear driving record
- Criminal Records Check clearance
- CPR and First Aid certificates (within 30-days of hire; will train)

POSITION

The salary range, duties and responsibilities of this position meets the requirements of the Fair Labor Standards Act as a "non-exempt" position. EEO/AA