POSITION TITLE AND PROGRAM: Youth Support Specialist: Youth Living Alternatives Program

RESPONSIBLE TO: Program Manager

BASIC FUNCTION
The Youth Support Specialist is responsible for providing daily living skills training and assisting with community integration to youth in a home-like environment. He/she will provide support and supervision to youth while ensuring their safety and well-being.

RESPONSIBILITIES

Professional Management

A. Client Support
1. Provide guidance with activities of daily living, such as money management, personal care, cooking, and cleaning.
2. Develop therapeutic relationships with clients.
4. Supervise clients per his/her support plan.
5. Abide by client support plans at all times. Support plans should be referred to and utilized any time a client escalates and staff needs guidance.
6. Attend meetings with clients, including: therapy appointments, doctor/dentist check-ups, school meetings and/or employment meetings.
7. Assist with assigned therapies, such as relaxation techniques, journaling, and diet and exercise monitoring.
8. Plan and participate in community outings with clients.
9. Assist clients in developing new social supports through hobbies, support groups, and encourage clients to maintain current relationships.
10. Review each client’s assessment and Individualized Service Plan and assist clients in reaching his/her service plan goals.
11. Assist clients in developing appropriate social skills.
12. Report all concerns to supervisory staff or on-call staff regarding client treatment or issues surrounding staff misconduct within 24 hours of the event.

B. Household Responsibilities
1. Maintain a detailed log of client’s daily activities.
2. Set up client transportation as needed.

C. Staff Support
1. Interact positively with all staff and clients and be sensitive to cultural differences present among staff and client populations.
2. Maintain a positive working relationship with fellow staff members. Ensure that communication is conveyed in an effective and productive manner.
Program Development

1. Attend all staff meetings to discuss client/team issues.
2. Meet with supervisor every 3 or 6 months to review goals.
3. Offer ideas/suggestions for improvements in client treatment plans.

Marketing and Public Relations

1. Participate in agency and program public relations efforts as needed.

Fiscal Management/Fundraising

1. Assure compliance with the client budget.
2. Maintain a log of household petty cash and client personal funds.
3. Turn in timesheets to the Program Manager each pay period.
4. Turn in expense reports on a regular basis and at least monthly.

Human Resources

1. Participate in on-going training and educational opportunities as requested.

Other

1. Perform other duties as assigned.

QUALIFICATIONS

- A bachelor or associate degree from an accredited college or university with a major in social work; sociology; special education; psychology; counseling and guidance; criminal justice; nursing, certified nursing assistant, or other health related field; education; or any other area in a human services field.
- Or current enrollment in and regularly attending an accredited college or university with a major listed above.
- Or one year of full time work experience working with children with severe emotional disturbances and/or developmental disabilities, including autism.
- Or certification as a child and youth care worker.

CONTACT

- If you are interested in this position please contact:

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