

Haven House Services

Job Description

Job Title: Team Leader
Department: Restitution and Community Service Program
Reports To: Director of Intervention Programs
FLSA Status: non-exempt
Last Reviewed: 9/12/16

SUMMARY

Provides direct supervision and support to program youth while assigned to community service worksites.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Transports youth to and from Saturday worksites.
- Works alongside youth on assigned community service projects.
- Completes behavior reports for each client at the end of the workday.
- Models positive behavior and make sound decisions while supervising youth.
- Supervises youth before and after community service.
- Completes all required training.
- Participates in agency outreach and fundraising events.
- Demonstrates a willingness to assist in other agency programs as needed.
- Acts as a custodian and demonstrates responsible and ethical use of agency property and facilities.
- Displays sensitivity to the service population's cultural and socioeconomic characteristics.
- Strives to embody the agency's Code of Ethics while working towards the agency's Mission.
- Learns and demonstrates Agency-wide Competencies including the areas of consumer and community relationships, continuous individual and agency-wide improvement, vision and purpose, respect and teamwork and positive leadership.
- Learns, develops, and models Positive Youth Development core competencies resulting in capacity to contribute to the mission of Haven House Services and be a resource to our youth and families, other partner organizations, and our community
- Other duties as assigned.

QUALIFICATIONS

Education: High school diploma or general education degree (GED)

Experience: A minimum of one year of experience working with at-risk youth populations.

Physical Demands/Working Conditions:

- Exposure to outside weather conditions
- Potential exposure to bloodborne and/or airborne pathogens
- Must utilize personal vehicle for transporting clients
- Weekend hours required

Other Requirements:

- Valid North Carolina Driver's License and satisfactory driving record
- Acceptable background report
- Negative drug screen
- Proof of current and valid car insurance

Employee Signature: _____

Date: _____

Supervisor Signature: _____