

Haven House Services Job Description

Title: Team Leader	FLSA Status: Non-exempt	Employment Status: Part-time
Reports To: Program Specialist/Director	Department: Restitution and Community Service	Last Evaluated: 10/20/2020
Location: Main office/worksites	Supervisory Responsibilities: None	
Summary Provides direct supervision and support to program youth while assigned to community service worksites.		
Specific position duties and responsibilities: <ul style="list-style-type: none"> • 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. 		
General agency duties and responsibilities: <ul style="list-style-type: none"> • Completes all required trainings • 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 		
Minimum qualifications: High school diploma or general education degree (GED); A minimum of one year of experience working with at-risk youth populations.		
Knowledge, skills and abilities: <ul style="list-style-type: none"> • N/A 		
Other requirements: <ul style="list-style-type: none"> • Valid North Carolina Driver’s License and satisfactory driving record • Personal vehicle for use in conducting home visits and/or transporting clients in the event agency vehicles aren’t available • Proof of current/valid car insurance • Acceptable background report • Negative drug screen results 		
Work environment: <ul style="list-style-type: none"> • Exposure to outside weather conditions • Evening (for occasional department meetings) and Saturday hours required • Culture of care and wellness in the office • Potential exposure to bloodborne and/or airborne pathogens 		
Employee printed name: _____		

Employee signature/date: _____

Supervisor printed name/date: _____

Supervisor signature/date: _____