

## Haven House Services Job Description

<b>Title:</b> CAP Youth Care Specialist	<b>FLSA Status:</b> non-exempt	<b>Employment Status:</b> Full-time
<b>Reports To:</b> Director of Programs	<b>Department:</b> Community Alternatives Program	<b>Last Evaluated:</b> 6/24/20
<b>Location:</b> Cabarrus Street	<b>Supervisory Responsibilities:</b> None	
<p><b>Summary</b> CAP Youth Care Specialists are responsible for partnering with youth and their families in assessing needs, setting goals and facilitating interventions that will support healthy functioning for youth across all life domains.</p>		
<p><b>Specific position duties and responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Work with youth and families in identifying strengths and needs, developing goals and facilitating activities/interventions that will support the development of interpersonal skills and parenting skills</li> <li>• Engage youth and families in their natural ecology, conducting visits to their homes in accordance with program guidelines, to include working a flexible schedule that reflects the scheduling needs of youth and families</li> <li>• Provides crisis prevention and response through safety planning and 24/7 support through on call rotation</li> <li>• Will be responsible for the development, implementation and ongoing review of person-centered plans for youth on assigned caseload</li> <li>• Links youth to necessary services and supports, acting as a liaison between youth and all involved service providers and stakeholders</li> <li>• Maintains direct contact with all youth served in accordance with program guidelines and as outlined in all program agreements</li> <li>• Represents the program in court, facilitating all communication during court proceedings related to youth's participation</li> <li>• Monitors youth in accordance with juvenile court requirements</li> <li>• Keeps accurate client records which are updated in a timely manner and comply with internal policies and procedures, as well as all regulatory guidelines</li> <li>• Serves as an advocate and positive role model for youth and families in the program, providing reinforcement and recognition for positive behavior, maintaining a strengths-based approach to youth work</li> <li>• Complies with all record management requirements</li> <li>• Adheres to program guidelines related to service delivery and identified practices/approaches</li> <li>• Works collaborative with university student interns in program related tasks</li> <li>• Data entry</li> </ul> <p><b>General agency duties and responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Completes all required trainings</li> <li>• Participates in agency outreach and fundraising events</li> <li>• Demonstrates a willingness to assist in other agency programs as needed</li> <li>• Acts as a custodian and demonstrates responsible and ethical use of agency property and facilities</li> <li>• Displays sensitivity to the service population's cultural and socioeconomic characteristics</li> <li>• Strives to embody the agency's Code of Ethics while working towards the agency's Mission</li> <li>• 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</li> <li>• 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</li> <li>• Other duties as assigned</li> </ul>		
<b>Minimum qualifications:</b>		

- Bachelor's degree in a human service field from an accredited institution
- Preferred two years of related experience and/or training with target population

**Knowledge, skills and abilities:**

- Knowledge of the NC Juvenile Court System and local community resources
- Experience with client documentation and file management
- Strong written and verbal communication skills

**Other requirements:**

- 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:**

- Occasional evening and weekend hours required
- Culture of care and wellness in the office
- Occasional exposure to outside weather conditions
- Potential exposure to bloodborne and/or airborne pathogens

**Employee printed name:** \_\_\_\_\_

**Employee signature/date:** \_\_\_\_\_

**Supervisor printed name/date:** \_\_\_\_\_

**Supervisor signature/date:** \_\_\_\_\_