



POSITION: YOUTH CARE ADVOCATE – EMERGENCY SHELTER

REPORTS TO: The Youth Care Advocate is under the direction of the Youth Advocate Team Leader, but reports directly to the Cottage Manager.

PURPOSE: This position has the responsibility for the day-to-day supervision of children in the residential emergency shelter, assisting with record keeping and specific program functions and performing duties necessary for the overall care and well-being of children in the residence. The Youth Care Advocate is responsible for understanding and actively participating in the Brownie’s Therapeutic Community.

EMPLOYMENT CATEGORY: This position is considered NONEXEMPT under the Fair Labor Standards Act (FLSA) 29 CFR 778.415 – 778.421. NONEXEMPT employees are entitled to overtime pay under the specific provisions of this law.

WORK SCHEDULE: Your work schedule is subject to change and includes working all assigned holidays.

FUNCTIONAL RESPONSIBILITIES:

- Assist in the continuing implementation of an intentionally structured environment to help reinforce proper behaviors through the context of community life and responsibility.
- Participate in the daily Peer Group for children and may be asked to lead or co-lead this important group.
- Will be assigned to groups as needed on the Activities Schedule.
- Ensure that each child in the community is assigned a responsibility and a “Job Badge”.
- Will complete the point rewards sheet at the end of each day.
- Assume responsibility for the direct supervision of children placed in the residential emergency shelter.
- Follow the program schedule, instructions and assignments outlined by Team Leader and Shelter Coordinator.
- Interact with, initiate, and encourage children in structured educational, social and recreational activities.
- Ensure that children participate in structured group activities as outlined on the Activities Calendar.
- Provide appropriate role modeling and direction to the children in their daily routines.
- Work with other Youth Care Advocates, Team Leaders and staff to listen and meet the needs of the children while in our care



FUNCTIONAL RESPONSIBILITIES (continued):

- Understand and follow Youth Haven's policies and procedures and Florida Department of Children and Families (FDCF) licensing requirements.
- Perform duties, as assigned, in the care and maintenance of the program and facility.
- Perform daily routine childcare responsibilities, as assigned, including group assignment, meal preparation, serving and eating with children. Bathing, dressing, or assisting with children as indicated.
- After taking the Medication Course and successfully passing the course, the Youth Care Advocate will be approved to administer medications.
- Document, secure and administer prescribed and over-the-counter medication as outlined by written medical orders under the direction of the Team Leader, and Shelter Coordinator.
- Responsible for all cleaning and laundry duties related to a well-maintained emergency shelter to include, but not be limited to, all rooms of facility.
- Prepare all required written reports, notes, and logs, file records in an orderly and timely fashion as assigned by the Shelter Coordinator.
- Ensure that each child has all their belongings at discharge and that all necessary paper work is completed for the Shelter Manager summary report.
- Ensure that each exiting child completes a satisfaction survey at the time of discharge.
- Responsible for maintaining accurate records on a daily basis including, but not limited to, the service log, school attendance log, recreation and cultural activity report, shift reports, medication log and EPSDT reports.
- Ensure that safety equipment and supplies are on hand at all times.
- Attend and participate in regularly scheduled staff meetings and schedule one-on-one each week with the Shelter Coordinator.
- Attend case staffing meetings as required by the Shelter Coordinator.
- Annually complete 40-hours of in-service training and 20-hours for P.R.N.
- Enter all program notes in Case Track, Communication Log and Call Log for clients in your assigned group before shift ends. The Youth Care Advocate I can not leave until this is completed.
- Perform other duties as assigned.



EMPLOYMENT STANDARDS:

- A high school diploma or GED and at least two years experience working with children in a residential program, youth program or comparable group experience.
- AA or BA/BS Degree preferred.
- Preference may be given to persons with CPR and First Aid certification.

EMPLOYEE NAME: _____

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____