

**Holy Family Institute
Journey of Hope Program
YOUTH CARE WORKERS
Bilingual - Spanish**

Reports to: Shift Supervisor of Journey of Hope Program

Hours: The following shifts are available. Kindly include in your cover letter which shift(s) you prefer.

Full time (40 hours/week) and part-time (less than 40 hours) positions available.

Morning Shift – 6:30 a.m. – 2:30 p.m. ***Bilingual preferred**

Afternoon Shift: 2:30 p.m. – 10:30 p.m. ***Bilingual preferred**

Night Shift – 10:30 p.m. – 6:30 a.m.

Position Overview:

The Youth Care Worker is responsible to provide daily direct supervision and monitoring of children in care and maintain line-of-sight and sound at all times.

Strongly prefer candidates proficient in both English & Spanish (read, write and speak). Final approval for hire will be done by the Project Officer of the Office of Refugee and Resettlement which is a sub-agency of the Department of Health and Human Services of the federal government.

Responsibilities:

- Support the mission, program philosophy and values of Holy Family Institute.
- Supports all function that attains and maintains accreditation and compliance with regulatory agencies.
- Communicates appropriate information to other departments in a timely and effective manner.
- Participates in appropriate professional development programs to attain and maintain competency.
- Complies with all policies and procedures as defined by the Employee Manual.
- Adheres to all Agency and departmental Safety Procedures including reporting any unsafe practices, equipment and environment, and takes an active role in

correcting the unsafe practice, equipment or environment through proper notification.

- Provide nurturing care and management of children's everyday living requirements.
- Accountability for orderly management and safety of the shelter daily living routines, individual youth, groups and therapeutic programs.
- Model appropriate behaviors (e.g., respect for others, appropriate dress, appropriate conflict resolution, etc.).
- Appropriate handling and reporting of all incidents in accordance with agency policy and training.
- Promoting and utilizing culturally sensitive care and treatment of child, families and co-workers. Actively working to reduce bias and promote cultural sensitivity and acculturation.
- Provides Program Orientation to new resident and completes all necessary documentation.
- Working to create a therapeutic learning environment in the shelter; promoting academic achievement (through showing interest in individual school work, reading to children, helping with homework, actively developing language skills, etc. and through regular contact with Journey of Hope school staff).
- Monitoring clothing, shelter supplies, allowances and trips.
- Understanding and using all behavior management tools and all other necessary written communication.
- Maintaining the shelter in accordance with ORR, OCFS, OSHA, DPW and agency health and safety standards.
- Driving residents to various appointments and activities.

Qualifications:

Bachelor's degree preferred. Minimum high school diploma or equivalent and a minimum of 1 year of employment experience in the child welfare field working with children or adolescents in a social service field. Ability to put into practice all techniques of CPI (as taught in pre-employment training) and demonstrated respect for client's rights and safety. Ability to demonstrate counseling techniques. PA

Driver's License Required; Act 33/34 and FBI clearances also required. Fluency in English and Spanish (speak, read, and write) strongly preferred. EOE

To apply online – visit www.hfi-pgh.org/careers