



YOUTH & FAMILY SERVICES

**JOB DESCRIPTION**

**Title:** Youth Empowerment Specialist  
**Supervisor:** Shelter Supervisor  
**Department:** Safe Home  
**Pay Rate:** \$11-\$13 DOE

**Employee Name:** \_\_\_\_\_  
**Hire Date:** \_\_\_\_\_  
**Group:** \_\_\_\_\_

**GENERAL PURPOSE OF JOB:** It is the responsibility of the YES to develop, assist and maintain the residential component as it relates to the care and treatment of youth. The residential component may consist of client supervision, house management, meal preparation, and life skills activities.

**DUTIES AND RESPONSIBILITIES:**

- Provide supervision and monitor resident behavior.
- Provide crisis intervention as need or as directed.
- Coordinate, monitor and participate in all activities.
- Facilitate house meetings and life skill classes.
- Attend staff meetings and mandatory training sessions.
- Assist in complying with appropriate health and licensing standards.
- Work with other staff to achieve all program objectives
- Complete and maintain documentation as required.
- Support, engage, empower and assist youth in meeting their goals.
- Provide services in a culturally competent and youth - friendly manner.
- Utilize effective, positive communication skills with peers, staff, families, community and general public.
- Follow personnel and agency policies and procedures as they pertain to your individual program.
- Maintain professional telephone and e-mail standards.
- Maintain a professional appearance, attitude and ethics in the workplace.
- Work as a team with other staff to ensure consistency, clarity and safety for the youth
- Assure all equipment and overall environment is maintained in a safe, secure working order.
- Perform other duties as assigned.

**QUALIFICATIONS:**

- Must be 21 years of age
- Minimum of High School or GED with 2 years experience working with the target -population or relevant experience in a human services field
- Knowledge of adolescent developmental behavior
- Willingness to work flexible hours including some weekends and evenings
- Ability to respond promptly and effectively in crisis
- Current First Aid and CPR
- Possess a valid driver’s license, vehicle insurance, and a good driving record
- Must be able to reflect on ones internal state and utilize appropriate resources
- Must understand the practice of good boundaries with youth

Employee: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_  
Date: \_\_\_\_\_

Administrative Director: \_\_\_\_\_

Date \_\_\_\_\_