

EMPLOYEE JOB DESCRIPTION

- I. JOB TITLE** – Behavioral Specialist
- II. JOB CLASSIFICATION** – Child Welfare Worker
- III. SUPERVISORY CONTROL** – Group Home Program Manager

GENERAL JOB DESCRIPTION – To provide services to all youth at the group home or other youth as designated by the Group Home Program Manager

IV. JOB RESPONSIBILITIES –

1. Implementation of program plan.
2. Transportation of youth.
3. Monitoring the whereabouts and activities of youth to ensure their safety and well being.
4. Supervise activities of youth to promote positive development and productive use of their time.
5. Provide direction in accordance with the Group Home Plan and Level System.
6. Provide a nurturing environment conducive to emotional growth of the designated youth.
7. Discuss issues relating to the youth pertaining to daily activities.
8. Assist youth in developing acceptable social relationships.
9. Assign youth chores.
10. Assist in housekeeping, food purchase and food preparation.
11. Keep a checklist of needed supplies.
12. Coordinate and supervise recreational and cultural activities.
13. Maintain records required by the Group Home Program Manger
14. Work cooperatively with staff, community groups, and placing agencies.
15. Attend and participate in agency staff meetings, in service trainings and case reviews.
16. Accountable for proper usage of all agency and client funds.
17. Proper use of the agency van.
18. All other duties as assigned by the Group Home Program Manager.

V. JOB QUALIFICATIONS –

1. Minimum of 21 years of age.
2. Bachelor's Degree in social work or a related human services field or equivalent work experience.
3. A valid driver's license and personal automobile insurance as required by State of Illinois Law.
4. Demonstrate strong interpersonal skills in relating to youth in a positive, constructive and therapeutic manner.
5. Demonstrate a commitment to providing services to youth.

6. Demonstrate a level of professional and personal integrity that can provide a positive and constructive role model for youth.
7. Demonstrate a level of personal integrity, honesty, and ethical behavior that brings credit to themselves, the agency, and the social service profession.

VII JOB QUALIFICATIONS – Specific

1. A Bachelor's degree in social work or a related human services field or equivalent work experience.
2. Minimum age of 21.
3. Demonstrates an ability and willingness to provide agency designated services in an independent fashion.
4. A valid driver's license.
5. Demonstrate strong interpersonal skills in relating to youth and staff in a positive, constructive and therapeutic manner.
6. Demonstrate communication skills which will ensure healthy communication with youth workers.