



**Job Description
Youth Services Youth Worker
PT or FT/Non-Exempt Position**

Reporting directly to the Youth Services Program Manager, this position is an integral part of the Family & Youth Services team. This position is required to maintain confidential information regarding youth operations. Mentoring and working with youth is integral to the success of this position. The Youth Worker must have a positive and supportive attitude toward youth, co-workers and overall agency success.

JOB SUMMARY

The Youth Worker is responsible for providing guidance, training and mentoring to youth in day to day living skills that include meal preparation, laundry training, housekeeping skills and child care needs. Active participation at assigned community events and meetings is required. Must maintain a professional attitude with youth and co-workers. Must follow and enforce agency rules. This individual must be an active, positive member of the Youth and Clinical Services team.

ABILITIES

Must have the ability to think globally, solve problems and have good decision-making skills, including critical thinking skills. Must demonstrate ability and willingness to work with youth and the Youth and Clinical Services team. Must be punctual, dependable, able to enforce and follow agency rules and attend meetings. Must be able to read and comprehend agency manuals. Must have good office skills such as record keeping and filing.

REPORTING RESPONSIBILITY

Youth Services Program Manager

Contact: Family & Youth Services, 729 North California Street, Stockton, CA 95202-1817
Telephone (209) 929-6700 Fax (209) 929-6704 www.fayssjc.org

Updated 12/16/08

DUTIES AND RESPONSIBILITIES

- Works closely with and is part of the Youth and Clinical Services team.
- Guide, train and mentor youth in day to day living skills including
 - Meal planning and preparation,
 - Laundry,
 - House cleaning,
 - Management of personal funds,
 - Youth’s time management.
- Encourage youth’s involvement in peer volunteer programs.
- Mandatory attendance at monthly staff training.
- Supervise youth enrolled in program.
- Be professional with youth and co-workers.
- Intake and assess youth for eligibility into the Safe House shelter.
- Enforce and follow program rules.
- As assigned, attend and participate in trainings and meetings.
- Active and enthusiastic participant in all agency services and programs.
- Responsible for encouraging positive environment in all departments.
- Paperwork and documentation completed in a timely manner as required.
- Other duties as required.

EXPERIENCE AND EDUCATION

A.A. or Human Services Certificate preferred.
Experience working with youth ages 12 to 20.
Hard worker, self motivated, dedicated and committed individual.
Knowledge of household skills.
Bilingual Spanish preferred, but not required.

LICENSE OR CERTIFICATE

Valid California driver’s license, current auto insurance and clear driving record.

OTHER

Fingerprint clearance required if hired.

I have read the job description and understand the responsibilities of the position I have accepted.

Print Name

Signature

Date