

**HARRIS COUNTY**  
Human Resource & Risk Management  
Houston, TX 77002  
(713) 274-5444  
<http://www.harriscountytexas.gov/hrrm>  
**invites applications for the position of:**

**Youth Worker**

An Equal Opportunity Employer

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<b>SALARY:</b>	\$17.89 - \$22.80 Hourly
<b>OPENING DATE:</b>	11/13/15
<b>CLOSING DATE:</b>	11/30/15 09:13 PM

**POSITION DESCRIPTION:**

Under the direct supervision of the Shift Supervisor, the Youth Worker supervises, monitors and counsels residents in the Shelter in accordance with the guidelines set forth by the Texas Department of Family and Protective Services Licensing Division. Transports youth when necessary. Organizes and participates in program and recreational activities.

- Counsels assigned residents experiencing emotional distress in order to help them accept their past, cope with their present and plan for their future.
- Ensures that youth needs are met and appropriate personnel are informed.
- Discusses with youth issues related to any incidents of emotional distress, provides non judgmental feedback and documents encounters.
- Addresses unacceptable behavior when required in order to maintain a safe environment for all residents and staff.
- Intervenes when youth are engaging in behaviors that are contrary to program rules encourage youth to comply with program rules in a non-confrontational manner.
- Uses behavior management program as a teaching tool.
- Documents all incidents involving youth accidents, injuries, illness, signs of emotional distress, medications and other information on required forms.
- Completes documentation prior to ending shift or leaving for the day.
- Completes progress notes that reflect assessment, intervention and planning for youth interactions.
- Utilizes assessment skills to determine response to incidents; documents all incidents accurately and timely.
- Completes intakes, discharges and progress notes in a timely manner and accurately.
- Utilizes assessment skills and critical thinking in decision making.
- Establishes therapeutic relationships with the youth to enhance the shelter milieu.
- Utilizes the behavior management system as a teaching tool.
- Completes incident reports as needed.
- Completes progress notes for each resident and notes all pertinent information in client file.
- Organizes and provides organized activities during free time to enhance social skills, and emotional development.
- Plans and organizes activities for youth during free time.
- Arrives at work on time and calls in when absent or lateness is unavoidable and uses time clock as required.
- Follows agency protocol when taking off work, calling in sick .
- May be required to assume responsibilities of shift supervisor as needed.

- Reports child abuse allegations and emotional or physical abuse of a child according to minimum standards and Kinder Shelter policy and procedures.
- Marks, launders and folds clothing.
- Attends staff meetings, mandatory trainings and maintains annual training hours required by licensing.
- Works as a team player and is respectful to co-worker and supervisors.
- Ensures the opportunities for skill development in the areas of personal hygiene, decision making, independent living skills and problem solving occurs for youth in the program.
- Ensures that youth are dressed and groomed appropriately for scheduled activities.
- Insures that residents clean their rooms/areas thoroughly.
- Provides a safe environment for all youth and staff in the shelter.
- Reports and completes work orders as needed

#### **REQUIREMENTS:**

- A bachelor's degree in a social science arena, e.g., psychology, sociology, social work, criminal justice or related field.
- One year of experience working with youth and their families in a youth service agency in an institutional, counseling, or social service setting.
- Training and experience using a personal computer with a variety of software including Microsoft Office.
- Reliable transportation with a valid driver's license and liability insurance.
- At least 21 years of age.
- Good oral and written communication skills.
- Ability to operate office equipment.
- A valid driver's license.
- Knowledge of protective services, child and family development, child management, family systems, community resources, and Justice of the Peace processes.
- Knowledge of principles, practices, and techniques of case management and administration, case management documentation and records management.
- Skill in empathizing, valuing, and dealing successfully with the special capabilities, distinctive cultural histories, and unique needs of people of various socio-economic, ethnic, and cultural backgrounds.
- Skill in operating a personal computer, utilizing a variety of standard and specialized software including electronic case management.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to communicate detailed and often sensitive information effectively, both orally and in writing.
- Ability to maintain confidential information.
- Ability to maintain the highest standards of ethical behavior, exercising honesty and integrity, respect, confidentiality, and fairness in the execution of their official responsibilities.
- Ability to establish and maintain effective relationships with youth, family members, school and government officials, community partners, and the general public.
- Ability to work the allocated hours of the position, and be willing to report for duty on short notice at any hour of the day or night

#### **PLUS**

- Successful applicant will be required to complete **Crisis Prevention Intervention, First Aid and CPR training** within 90 days of employment.

#### **Additional Requirements**

- *Three (3) Letters of Recommendation will be required at the time of interview or upon request.*
- *Candidate must have a clean record -\*No Convictions within past 10 Years.*
- *All Previous Convictions, Deferred Adjudications, and Licensing/Credentialing Investigations ever*

*received or conducted must be disclosed on your application/interview*

**PREFERENCES:**

- Casework skills.
- Bilingual in English and Spanish.
- Skill and utilization of Microsoft Office Suite, including Microsoft Word.
- Data entry preferred.

**GENERAL INFORMATION:**

**HOURS:** 7:00 a.m. -- 3:00 p.m.  
3:00 p.m. - 11:00 p.m.  
11:00 p.m. - 7:00 a.m.  
Work Schedule on an "As Required" Basis

**SALARY:** Commensurate With Experience  
Based on 26 Pay Periods  
Plus Mileage Reimbursement

**“A heavy volume of applications may cause positions to close prior to advertised closing date.”**

Harris County has an Employment-at-Will Policy.

Employment is contingent on passing a criminal background check.

Upon receiving a conditional Offer of Employment, all applicants are screened for the presence of illegal drugs.

To view your detailed application status, please log-in to your on-line profile by visiting:  
<http://www.harriscountytexas.gov/hrrm/employment.aspx>

1310 Prairie Street, Ste. 170  
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713-274-5444

[employment@bmd.hctx.net](mailto:employment@bmd.hctx.net)

Position #00980  
YOUTH WORKER  
BQ