

YOUTH HOME PARENT

DEFINITION: Under general supervision, performs work of moderate difficulty in providing emergency shelter, short and long term placement services for adolescent youth in a residential setting; provides guidance, supervision, group counseling and support services; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Supervises and monitors youth on a daily basis; plans and supervises activities; ensures that youth follow and participate in scheduled activities; promotes responsibility and independence of youth; works with youth to solve problems of daily living; provides support services through individual and group counseling including but not limited to drug and alcohol abuse prevention education, independent living skills, behavior management, positive self-esteem development, parenting skills training, physical wellness, cultural awareness, social skills development, academic tutoring and health education; provides crisis intervention, conflict resolution and behavior management as needed; provides structured environment to promote personal growth and development of the youth; plans leisure/recreation time to introduce youth to physical activities, hobbies, expressive arts and to local areas of interest.

Serves as liaison with community resources to meet the needs of the youth; transports youth to school, appointments, outings and home visits; maintains log of daily activities; ensures adherence to established program policies and procedures; maintains strict confidentiality; notifies supervisor or counselor of concerns and/or needs; administers medication as prescribed; determines eligibility of referrals for program services; performs intake for eligible youth by obtaining required documents; ensures safe, sanitary and healthy environment; prepares required reports; develops weekly menu; responsible for grocery shopping; assists youth with meal preparation and/or may prepare meals; performs housekeeping duties to ensure compliance with health and sanitation codes.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the principles and practices of behavior management, application or consequences and rewards.

Knowledge of occupation safety and health issues rules and regulations.

Knowledge of community resources and other support services.

Skill in applying judgment in the release of confidential information.

Skill in administering behavior management.

Skill in planning events and activities.

Skill in maintaining discipline in a residential setting.

Skill in effective oral and written communication.

Skill in assessing the emotional state of youth and determine appropriate need.

Skill in serving as a mentor.

Ability to provide instructions for recreational and/or planned activities.

Ability to establish and maintain effective relationships with others.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves strong attention to details in maintaining an acceptable residential environment.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and two (2) years of experience in a group home or residential setting.

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PREFERRED QUALIFICATIONS:

- College courses in Human Services or related field.
- Proficient in Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Possess a valid state driver's license.

Supplemental Information:

Incumbent must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate, a Navajo Nation Vehicle Operator's Permit and a Food Handler's Permit within 90 days of date of hire.

Depending on the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.