



Twin Falls County Youth Advocate

SALARY	\$17.56 Hourly	LOCATION	Twin Falls County, ID
JOB TYPE	Full-time	JOB NUMBER	202300080
DEPARTMENT	Safe House	OPENING DATE	09/25/2023
CLOSING DATE	1/2/2024 10:00 PM Mountain		

Position Information

Apply **ONLINE** at www.twinfallscounty.org

This is a Full-time position. Days and hours vary depending upon the needs of the facility. Applicants **MUST** be willing to work at least two **GRAVEYARD** shifts (12am-8am) a week, and available to work other swing (2pm-12am), day (8am-4pm), weekend and holiday shifts as needed.

Job Description

CLASSIFICATION SUMMARY

Performs activities such as interacting with adolescents, cleaning, cooking, and participating in recreational activities with youth at the Safe House. The Safe House is a group home for adolescents funded through State and County contracts, grants and private donations. The Safe House Youth Care Provider requires patience, understanding, effective communication, life skills training, and organizational and report writing skills. The classification requires a valid Idaho license to transport youth to various appointments. Work is usually performed in a group home environment.

Duties / Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

- Supervise youth and make sound decisions especially during stressful situations;
- Cooks meals, assists with homework, transports youth to appointments, and engages youth in recreational activities;
- Cleans the Safe House and trains youth to clean the facility;
- Maintains communication with youth to reinforce positive youth development;
- Prepares and maintains accurate, timely and complete logs, case notes, and incident reports;
- Transports youth to and from appointments;
- Responds to Commissioners', elected officials', County employees' and citizens' questions and comments in a courteous and timely manner;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Communicates and coordinates regularly with appropriate co-workers to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Attend and participate in weekly staff meetings and required training sessions;
- Adhere to guidelines of Code of Ethics for Youth Advocates (CEYA);
- Maintains strict confidentiality in all cases;
- Assists other department and County employees as needed or requested.

- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Performs other duties as assigned.

Qualifications

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Child protection, trauma informed care, substance abuse and addictions and mental health;
- Department policies and procedures;
- Interpersonal relations and communication, conflict mediation, negotiation, and incident de-escalation and resolution methods and techniques;
- Operation of a personal computer and job-related software applications;
- Operation of standard office equipment;
- English grammar, spelling, punctuation, and composition;
- County policies regarding safe work practices.

Skill and Ability to:

- Work effectively and without prejudice with young people from diverse backgrounds, cultures, sexual orientation, and belief systems.
- Assist youth with prescribed medications.
- Apply de-escalation techniques when needed.
- Administer CPR/First Aid when needed.
- Prepare and maintain accurate, timely and complete logs, case notes, and incident reports.
- Must meet all state licensing requirements for position; IDAPA 16.06.02
- Speak clearly and communicate accurate information to others.
- Use English to communicate effectively with others.
- Proficiently operate computers, software programs, such as Microsoft Word, Excel, PowerPoint, or similar office software to create documents and other materials, maintain information, and generate reports.
- Listen carefully to, understand, and effectively communicate through oral, written, and interpersonal communication channels.
- Follow verbal and written instructions.
- Work independently and exercise initiative, with general guidance and supervision.
- Use good judgment to make sound and reasonable decisions and problem-solving skills to respond to youth service needs in accordance with laws, ordinances, regulations and established policies.
- Maintain professional boundaries and demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity the performance of assigned tasks and solving problems;
- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.
- Maintain confidentiality.

ACCEPTABLE EXPERIENCE AND TRAINING:

- High school diploma or GED is required and an Associate's Degree is preferred in Social Work, Juvenile Justice or related field;
- Experience working with young people;
- Meet Idaho licensing requirements for Youth Advocate;
- Must be at least 21 years old;
- Valid Idaho driver's license;

- An equivalent combination of education and experience working with young people that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.
- Must successfully pass background investigation relevant to the position and remain in good standing for the duration of employment with the County.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials, or manipulate tools used in performing the essential functions of the classification, and reach with hands and arms. The employee must (occasionally or frequently) lift and/or move up to 25 pounds and, infrequently, up to 50 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus, and safely operate a motor vehicle. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person and by telephone.

Agency

Twin Falls County

Address

P.O. Box 126

Twin Falls, Idaho, 83303

Phone

208-736-4174

Website

<http://www.twinfallscounty.org>

Youth Advocate Supplemental Questionnaire

***QUESTION 1**

Are you willing to work some graveyard shifts (12am-8am), holidays, and weekends?

☐ Yes

☐ No

***QUESTION 2**

Do you have the equivalent combination of education and experience working with young people that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position?

☐ Yes

☐ No

* Required Question