

<p align="center"><b>JOB DESCRIPTION: SPURWINK SERVICES</b></p> <p><b>Effective Date: 07/01/91</b></p>	<p align="center"><b>RESIDENTIAL YOUTH AND FAMILY SPECIALIST</b></p> <p><b>Revised: 10/14/04; 03/23/09; 09/01/11; 02/05/13, 6/21/18</b></p>
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**Title:** Residential Youth and Family Specialist

**Category:** AS1

**Code:** 180

**Education and Experience Required:** High school diploma or G.E.D. Prior experience and training in positions similar to that of the Residential Youth and Family Specialist or with children and their families faced with emotional and behavioral challenges. Residential Youth and Family Specialists must complete OQMHP licensure requirements within the first few months of employment, and must maintain it throughout his or her employment at Spurwink in this role. It is required that she / he will participate in designated in-service training programs and ongoing training is required. Basic computer skills are required.

**Minimum Physical Requirements:** Must be able to go up and down stairs; bend and lift; and perform physical restraints.

**Position Summary:** This position supports Spurwink's community-based residences. The Residential Youth and Family Specialist is tasked with implementing the individual treatment plans on behalf of the residents of the home. The position is designed to maximize consistency of approach and to promote the greatest degree of developmentally appropriate independent functioning so that, in most cases, each resident may return to his/her family setting as quickly as possible.

In addition to teaching self-help and basic living skills, a Residential Youth and Family Specialist helps clients achieve all of the competencies necessary to manage life events successfully. This will often include the development and use of coping strategies needed to manage emotional dysregulation as well as the use of crisis management strategies. She or he works closely with families and with other treatment team members in pursuit of these competencies.

Day to day household management is incorporated into the expectations of this position, including but not limited to remaining within a household budget, designing and participating in recreational activities, the establishment of a nutritious menu, food preparation, and minor household maintenance, housekeeping, and assurance of residential safety.

**Performance Standards:** Residential Youth and Family Specialists are expected to:

- 1\* Provide the appropriate level of supervision for clients in their care and adhere to the Individual Crisis and Behavior Management Plan.
- 2\* Demonstrate safe behavior and works to assure the safety of clients and peers.
- 3\* Administer medications according to policies and procedures.
- 4\* Recognize and comply with the recommendations put forth by the client's ISP. Follow medical recommendations and treatment.
- 5\* Maintain a home-like, caring, clean and safe environment for the clients and their families within the clients' live-in setting.
- 6\* Provide a sensitive, nurturing, and personal home life experience for clients and act as positive role models.

- 7\* Contribute to the continuity of group and individual programming within the residential and community settings by implementing varied, appropriate routines and activities that reflect the children's unique developmental needs (activities will include swimming, which could take place in both pools and open water sources).
- 8\* Maintain, through communication and documentation, positive and collaborative relationships and continuity with other care providers.
- 9\* Report to work on time and, if unable to report to work or if there is a need to arrive late or leave early, follow Spurwink's approval / call-out procedures.
- 10 Consistently engage in regular supervision, implement supervisory recommendations and directives, seek supervision as needed, and be receptive to feedback.
- 11 Embrace change and actively participates in efforts aimed to improve the quality of services, operations or outputs.
- 12 Exhibit a desire and willingness to gain more skills where appropriate and to apply skills to more challenging cases.
- 13 Positively contribute to staff consultations, coordinating efforts with educational, treatment, programmatic administrators and other staff to follow the ISPs and help clients meet their goals.
- 14 Help provide support, mentoring, assistance in orientation to newer staff.
- 15 Demonstrate resilience and display an ability to rebound from challenges / setbacks.
- 16 Encourage and exhibit problem-solving collaboratively within the clinical / educational team and amongst residential staff – show an effort to provide structure and consistency with our clients and professional interactions with other providers.
- 17 Display patience, cooperation, professional demeanor and tact.
- 18 Demonstrate personal interest, attention, initiative, and nurturance for each client in the milieu and appropriate intervention to ensure proper care of the clients, the home, and the agency.
- 19 Make a concerted effort to involve families and encourage family involvement (including visitations) as prescribed by the client's ISP and family visit plan. Be proactive in considering the family's roles in treatment.
- 20 Maintain clear, concise, and current documentation including that which pertains to medication management, medical protocols, milieu logs, incident reports, family visit forms, and licensing requirements.
- 21 Aid in transition / discharge planning.
- 22 Other responsibilities as deemed necessary by the supervisor.

*\* Denotes an Essential Function*

**Position Variations:** in addition to the above performance standards, **"Awake Night" Residential Youth and Family Specialists** are expected to:

- 1\* Remain awake and alert at all times during the shift, and assist "awake night" colleagues with remaining awake and alert throughout the shift.

- 2\* Conduct regular visual checks on sleeping clients during the evening to ensure client safety and head count according to policies, procedures, and the clients' treatment plans. Check on any noises such as clients going to the bathroom, etc.

*\* Denotes an Essential Function*

In addition to the performance standards listed within the Residential Youth and Family Specialist description, **Special Assignment Workers** are expected to:

- 1\* Fulfill staffing needs across sites in unique assignments of varied durations as determined by supervisor.

*\* Denotes an Essential Function*

During an assignment the Special Assignment Worker is directly responsible to the Program Director or designee at each program where the SAW works. Individual supervision is provided on a weekly basis with the Program Director from the program the SAW has been assigned to. General administration and assignments shall be directed from the Administrative Offices.

**Immediate Supervisor:** Assistant/Associate Director of Residential Treatment.

**Immediate Subordinates:** None.

**Job Status:** Non-exempt.

**Other:** As an employee of Spurwink, he/she is expected to adhere to the policies and procedures of Spurwink. He/she must keep client health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of the work, staff at Spurwink are required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. The Residential Youth and Family Specialist may be asked at times to cover shifts in residences other than the one to which they are primarily assigned, and other duties as deemed necessary by the supervisor. The Residential Youth and Family Specialist must maintain a current Maine driver's license and a clean driving record in accordance with Spurwink's driving policy, and may be required at times to transport clients.

**General Sign Off:** The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

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Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date