



Position Title: Senior Youth Support Worker, After School Department
Responsible To: Site Supervisor
Effective Date: July 1, 2020

Position Summary:

Senior Youth Support Workers are instrumental in providing much needed support to Site Supervisors and YSWs. Senior Youth Support Workers enrich the teaching of remedial lessons by providing individual support to students on a consistent basis. Senior Youth Support Workers help the classroom YSWs with various duties of classroom management. Managing students during restroom breaks, school assemblies and field trips are additional responsibilities. Senior Youth Support Workers should be independent to complete responsibilities with minimal supervision.

Senior Youth Support Workers also provides clerical support to the Supervisor. Senior Youth Support Workers are responsible for taking daily attendance and recording into the Apricot system. Senior Youth Support Workers could be responsible for maintaining, distributing, collecting and organizing classroom supplies. Essential tasks such as typing, photocopying class materials and filing papers are important assisting duties.

Job Requirements and Qualifications:

Minimum Required Education:
High School diploma or GED equivalent

Minimum Required Experience:
Six months experience working with youth

Preferred Education:
Associate degree in a child related field

Preferred Experience:
At Least one year of child care experience in a licensed facility

Licenses/Certifications:

- Must obtain Pediatric CPR/First Aid certification within 30 days of hire date
- Must obtain 12 clock hours within each designated school year
- Complete drug screen and medical examination (physical, TB skin test and Hepatitis A vaccination) within first week of hire. New hires will not be allowed to begin work until drug screen and medical examination have been completed.

COVID-19 Requirements:

- Must be willing to submit to daily non-contact thermal readings and complete screening logs prior to each shift upon entering school buildings and office-based locations
- Practice daily safety measures set forth under CDC recommendations and guidelines (proper use of face masks and face shields, proper hand-washing and sanitation practices)
- Committed to the safety of all staff and students by reporting any signs of illness and/or possible exposure to positive COVID-19 diagnosis to direct supervisor, PBH After School Leadership Team, Human Resources and Director of Compliance. Staff who may have traveled out of state, shows any signs of illness, and/or exposure to positive COVID-19 diagnosis, must quarantine at home for a minimum of 14 days and cannot return to work without medical clearance from a healthcare professional/physician.

Other Skills Required:

- Proven technical competence using devices (computers, iPads, software, social media platforms, etc. as assigned)
- Ability to manage multiple programs concurrently.
- Ability to effectively communicate information and ideas both orally and in writing.
- Ability to effectively communicate and interact with individuals involved in all aspects of programming – children, parents, school faculty and staff, grantors, funders, partner agencies, members of the community and PBH team members.
- Ability to foster teamwork; train, supervise and direct the work of managers and staff members.
- Excellent organizational skills, including the ability to work productively and make decisions.
- Ability to handle unexpected problems that arise from administrative or operational concern.
- Ability to maintain strict client confidentiality.
- Thorough knowledge and understanding of current theory and best practices affecting “Kids at Risk”.
- Proficient in using Microsoft Office applications (Microsoft Word, Excel and PowerPoint).
- Serves as a representative of Provident, displaying courtesy, tact, consideration and discretion in all interactions with Provident team members, clients, school system staff and faculty, grantors, funders, regulators and members of the general public.

Supervisory Responsibilities:

This position requires constant supervision of children ranging from ages 5-12 years of age. Responsible for staff and programming in the absence of the Site Supervisor. Ensures smooth transition through daily programming. Other duties as assigned from Site Supervisor, Program Manager, Youth Programs and Director, Youth Programs.

Fiscal Responsibilities:

None

Working Conditions / Environment:

- Must attend all early morning trainings and mandatory weekend events/trainings
- May be required to stay later and report earlier to assigned facility
- Occasional lifting, bending, and carrying up to 55lbs.

- Must have access to a vehicle and/or have the means to travel extensively within assigned neighborhood.
- Must be autonomously mobile in accessing a variety of different neighborhood-based facilities where meetings, trainings and programs are held

Essential Duties and Responsibilities:

- Classroom supervision in the absence of Site Supervisor is a task which has to be conducted occasionally.
- They have to attend staff meetings, conferences and the required training programs. Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Tutor and assist children individually or in small groups in order to help master assignments and to reinforce learning concepts presented by teachers.
- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.
- Organize and label materials, and display students' work in a manner appropriate for their eye levels and perceptual skills.
- Organize and supervise games and other recreational activities to promote physical, mental, and social development.
- Prepare lesson outlines and plans in assigned subject areas, and submit outlines to Supervisor for review.
- Take daily program attendance, class attendance, and maintain attendance records within the Apricot system.
- Attend staff meetings, and serve on committees as required.
- Laminate teaching materials to increase their durability under repeated use.
- Type, file, and duplicate materials.
- Use computers, audiovisual aids, and other equipment and materials to supplement presentations.
- Implement designated Program Curriculums.
- Administer, collect, and record pre & posttests data.
- Set up and maintain cleanliness of assigned program site.
- Assist in recruitment of children and families for the afterschool program.
- Establish rapport and confidence of parents by maintaining open communication, greeting parents at arrival and departure, and providing daily/weekly reports.
- Follow appropriate practices, state licensing standards, PBH policies and procedures, ARCHS, and Missouri core Competencies.
- Facilitates communication between Provident and the school.
- Maintains developmentally appropriate practices, state licensing standards, PBH policies and procedures, ARCHS, and Missouri core Competencies.
- Monitor classroom lesson plans daily/weekly for all Youth Support Workers.

- Collaborate with other Youth Support Workers to create daily/weekly/monthly lesson plans that reflect the interest of the students.
- Ensures state license is maintained in good standing
- Implements quality prevention, recreational, cultural, physical, and academic programming for youth during non-school hours.
- Completes student behavior reports. Confidently and professionally communicate student behavior patterns with parents/guardians.
- Works to engage the community, parents, and school through one service learning project per semester.
- Take daily program attendance, class attendance, and maintain attendance records within Apricot system.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Provident Behavioral Health is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.