Notice of Vacancy Posting
Floyd County Open Door Youth Services
Open Door Youth Services

The Floyd County Youth Services Bureau has been serving our community since 1982. The Floyd County Youth Shelter programs add positive influences to the lives of our young people. Sometimes the kids arrive because “home” isn’t such a good place to be. Sometimes they are brought because they’ve missed too much school, or the disagreements at home are out of control. Whatever the reason, the Floyd County Youth Shelter gives them a safe, supportive place to live.

The Youth Shelter provides residential care after a referral from the Department of Child Services or Juvenile Probation. The kids are assured of a safe and comfortable residence where they get personal attention from a full-time teacher and a licensed family therapist. The shelter provides a highly structured environment where children know what to expect as well as what’s expected of them. Relaxation is important, too. The kids have access to a library, TV’s, computers and outdoor recreation. The Floyd County Youth Shelter works hard to help kids succeed!

**Position: Child Care Counselor/Mentor Part-Time-3rd Shift**
Job Category: COMOT/hourly-non-exempt

Position update: 11/2/2016

Rate: $11.50 to $14.00 per hour depending on experience

This is a 3rd Shift 12:00 am to 8:00 am requirement–must be available for some weekends.

**Job Duties:**
Interacts with residents, modeling appropriate behavior and boundaries.

Becomes familiar with the particular details of residents’ lives and circumstances, and properly uses this to build therapeutic and positive relationships with residents.

Provides supervision for assigned residents, including monitoring and/or escorting them in a variety of daily activities.

Utilizes incentives as outlined in the phase system to provoke positive, adaptive behaviors.

Documents completely and professionally on each resident’s daily progress note.

Documents completely and professionally in the staff log.

Receives and processes new residents, and discharges residents as outlined in policies and procedures.

Follows the daily schedule as it is posted.

Supervises and assists residents with performing regular cleaning and custodial duties.
Following policies and procedures related to, and oversees youths’ contact with family, including phone calls and personal visits, and documents contact in the appropriate log.

Assists with transportation of residents to and from outside appointments, court hearings, etc. as assigned.

Dispenses medications as indicated by physician’s orders and policies and procedures, and records it in the appropriate log.

Attends staff meetings and trainings as they are scheduled.

Communicates regularly and openly with supervisors and fellow staff regarding policies, processes, residents’ behavior, etc.

Communicates effectively and professionally with parents, other service providers, fellow staff, and other adults.

Abides by all relevant administrative rules, regulations, and policies, as trained and instructed.

**Job Requirements:**

**Must be at least 21 years of age.**

High school diploma or equivalency.

Complete employee file requirements (outlined by the Office Manager).

Working knowledge of the policies and procedures.

Certification in First Aid and CPR, with continuing completion of certification requirements.

Ongoing training as required by state administrative code.

Qualified applicants will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, or veteran status. Floyd County is an equal opportunity employer. Qualified applicants will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, religion, or veteran status. For more information on applicable equal employment regulations, refer to the EEO is the Law poster [https://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf](https://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf)

If a disability prevents you from applying for a job through our website, paper applications are available from the Floyd County HR Department located at 2526 Corydon Pike, Suite 204, New Albany, Indiana 47150