



**ORR/UC PROGRAM  
VALLEY TEEN RANCH  
JOB DESCRIPTION**

Job Title: **UC Residential Youth Specialist**

Reports to: Shift Supervisor

FLSA Classification: Non-Exempt

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**Job Summary**

To be the primary caregiver of residents, who provides direct care and supervision, as well as facilitates activities and provides support and mentoring.

**Essential Duties and Responsibilities**

- Supervision, protection, and care for residents individually and in groups at all times.
- Assistance to each resident in working with a group and in handling individual problems.
- Administration of discipline and setting of limits of behavior.
- Notation of resident's progress; identification of the possible need for additional professional services: and communication of such findings to professional staff.
- Administering medication, monitoring, and storage of medications as required, and performing minor first aid, as required.
- Transportation of residents to various appointments, outings, and activities.
- Reporting to the Facility Manager of any repairs or concerns and making recommendations to address identified problems.
- Any other duties that may be necessary to ensure the health and safety of residents in the facility.
- Abide by the policies, procedures, guidelines, and boundaries of Valley Teen Ranch for the care of each resident.
- Fulfill periodic agency responsibilities which are assigned by management and not already a part of this job description.

**Educational and Experience Qualifications**

- Be 21 years of age or older.
- Must have High School Diploma or G.E.D. equivalency.
- At least 1 year of relevant experience working in child welfare, but that does not specifically have to be in a social service setting.
- Demonstrate temperament to work and care for special needs youth who may have present sexual disorders in a residential setting.
- Must undergo and pass a thorough background check.
- Have and maintain a valid CA driver's license.
- Reliable transportation
- Have and maintain a safe DMV record and vehicle insurance.
- Have a healthy self-concept and ability to freely convey and impart work and dignity to the residents.

- Ability to serve as a positive role model.
- Ability to work independently and exercise a high level of confidentiality.
- Must be reliable with time-sensitive deadlines and tasks.
- Excellent verbal and written communication skills.
- Must be able to work effectively as a member of a multi-disciplinary treatment team.
- Computer and typing skills sufficient to perform essential job functions.
- Must be able to pass required medical examinations and have the physical ability to fulfill the essential job functions, including physical restraints of a resident.

### **Physical Demands**

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

- Ability to stand, walk, sit, bend, stoop, kneel, crouch, and lift up to 25 lbs.

### **Work Environment**

Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.