



# COVENANT HOUSE PENNSYLVANIA

## JOB DESCRIPTION

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### **Position Title: Youth Advisor – York, PA**

**Goal of Position:** *To provide direct, supportive, individualized care in a positive and holistic way to youth accessing services in the Crisis Residential Program.*

### **Responsibilities and Essential Duties:**

- Assist in the development, implementation and evaluation of client goal plans.
- Supervise all client activity to ensure a safe, healthy environment, which reflects agency principles.
- Facilitate and monitor support services such as meals, activities and all group or individual sessions.
- Inform appropriate personnel, in a timely fashion of any operating issues needing attention.
- Work with clients individually as needed, including escorts (e.g. one to one counseling, providing an escort to appointments, interviews and activities).
- Participate in team case management meetings, case reviews, transition and other team meetings.
- Accurate and comprehensive documentation of information regarding all client interactions, caseload progress, inter or intra-agency contacts or general information pertinent to a youth's progress.
- Accurate and timely completion of all status and grant related reporting and documentation.
- Ensure responsible allocation and documentation of petty cash and resources in accordance with agency policies and procedures.
- Be flexible to meet the changing needs of the youth we serve.
- Participate in the development of program resources for the population served.
- Exhibit professional behavior in all interactions with staff and youth.
- Assist residents with daily tasks and ensure and provide residential support as needed.
- Any other duties assigned by management staff.

### **Knowledge and Skills:**

Bachelors degree in a human service or related field; excellent communication and crisis management skills; strong desire to work with at-risk adolescents; ability to handle physically and emotionally challenging situations; excellent assessment and judgment; valid driver's license and insurable driving record.

### **To Apply:**

Email resume to [hmillington@covenanthousepa.org](mailto:hmillington@covenanthousepa.org)