

NOTICE OF OPEN POSITION

DEPARTMENT: Madison County Youth Center- DAY/EVENING REPORTING
POSITION: Youth Care Worker
STATUS: Part-time **FLSA STATUS:** Non-exempt
JOB CATEGORY: PAT (Professional/Administrative/Technological)

JOB DESCRIPTION: Establishes and maintains communication with placing agent, schools, outside service providers, and community organizations. Supervises the implementation of off campus activities and community service. Facilitates group programming with youth. Assists youth in establishing and achieving academic/career goals. Assists in the preparation of monthly reports for placing agent, along with performance tracking and all other required documentation. Assists with the Out of-School Suspension program. Performs other related duties as assigned.

JOB REQUIREMENTS: Ability to effectively communicate orally and in writing, being sensitive to professional ethics, gender, cultural diversities and disabilities. Ability to work with others in a team environment, work on several tasks at the same time and prepare detailed reports and documentation. Ability to follow oral and written instructions and to complete assignments effectively amidst frequent distractions and interruptions. Knowledge of and ability to work with cases of chemical dependency, substance abuse, potential suicide, and physical, sexual, and emotional abuse. Ability to respond swiftly, rationally, and decisively to emergency situations despite the possibility of exposure to violent/irate individuals and situations involving potential physical harm to self and others. Working knowledge of the juvenile code, criminal justice system, and child welfare system preferred. Must be 21 years of age and have a high school diploma or GED. Preference may be given to those with post-secondary education.

EDUCATIONAL REQUIREMENTS: High School Diploma or equivalent

WORK SCHEDULE: Monday-Friday, day and evening shifts available.

For more information visit, <http://www.madisoncounty.in.gov/YouthServicesCenter.html>

Applications are available at: http://www.madisoncounty.in.gov/YSC_Employment_App71613%20.pdf or

Madison County Youth Center
3420 Mounds Road
Anderson, IN 46017

To ensure consideration applications should be returned to the attention of Amber Phillips, or emailed to:

aphillips@madisoncounty.in.gov

**Madison County Youth Center is an Equal Opportunity Employer;
Madison County Youth Center participates in E-Verify**