

Position Description

Job Title:	Youth Care Worker Supervisor
Status:	Full Time, Exempt; Flexible Schedule
Grade:	13
Reports to:	Program Manager
Program:	Ho'omalulu O Na Kamali'i
Location:	Ma'ili
Purpose:	Under general supervision of the Program Manager, provides supervision of designated Youth Care Workers, administrative support to Ho'omalulu and supervision to children and youth in all aspects of their daily routine, as required.
Essential Functions	<ul style="list-style-type: none"> • Maintains safety and security for youth. • Provides regular supervision to selected Staff. • Coordinates facilities services and repairs. • Coordinates safety program. • Implements technology procedures. • Develops and maintains staff schedules. • Assures that time cards are submitted to payroll accurately and on time. • Oversees procurement of supplies and storage maintenance. • Assumes overall responsibility for H o'omalulu when Program Manager is absent. • Responds to crisis. • Provides back up to Youth Care Workers as needed. • Communicates and coordinates with staff from other partner agencies. • Participates in all required meetings and training. • Works with birth families as requested. • Performs other duties as assigned.
Minimum Qualifications:	<ul style="list-style-type: none"> • A BS or BA in human services or related or equivalent experience. • Experience in staff supervision. • Experience in child supervision. • Administrative skills. • Knowledge of Leeward Coast and Hawaiian values. • Ability to deal with emotional and high stress situations • A valid driver's license, clean driving abstract and access to an insured, reliable vehicle. • Successful background checks(s) and medical clearances as required by state regulations for those who work with children.

**Preferred
Qualifications:**

- Knowledge of the Child Welfare System
- Emotionally mature, objective, supportive of people and their problems and skilled in managing challenging behaviors
- Able to work independently and as a member of a team, and maintain good working relationships with clients and coworkers.
- Proactive team player. Possess strong initiative, self-direction and the ability to deal with growth and change.
- Possess a highly developed service orientation and sensitivity toward people of diverse cultures, socio-economic backgrounds and lifestyles.
- Proficiency in the use of standard office equipment including computer, fax machine, and copier.
- Possess the ability to manage a high level of responsibility, attention to detail, organizational skills and a proactive work style.
- Experience in supervising para professionals.

**Physical
Requirements and
Working Conditions:**

- The job duties require the employee to be absent of any physical limitation which would impair effective performance in the residential environment with children in a residential environment providing 24-hour care.
- Possess strength and mobility to work directly with children in a residential environment providing 24-hour care.
- The job duties require the employee to handle the physical demands of the work including lifting/moving facility supplies, lifting children, working on computer for a long period of time, bending, stooping; and aggressive behavior management techniques.

- The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job.
- Management may, at its discretion, assign or reassign the duties and responsibilities of the employee at any time. This position description may be subject to change for reasonable accommodation or other reasons

We are an Equal Opportunity Employer working toward a culturally diverse and competent workplace.