

YOUTH DYNAMICS, INC.
JOB DESCRIPTION

Job Title: Day Treatment Aide	FLSA Status: Non-Exempt
Supervisor: Day Treatment Program Manager	
<p>General Information: Day Treatment Aides work directly with youth and when available families in the Day Treatment Program. Day Treatment Aides provide supervised therapeutic services to youth and families with behavioral and emotional difficulties for the purpose of meeting the goals of each youth's Treatment Plan. Supervision is exercised over several youth on an assigned shift. Because an employee in this position is located in a work environment associated with unstable youth, the work may involve an element of personal danger.</p>	
Minimum Qualifications	An Associates Degree or ability to pass a competency exam for an educational aid and at least two (2) years experience working with emotionally disturbed youth, or developmentally disabled youth. Candidates must maintain a valid driver's license, and the minimal vehicle insurance required by law, must maintain a good driving record.
Required Knowledge, Skills And Abilities	<ul style="list-style-type: none"> • Knowledge of the organization, policies and procedures, structure and operations. • Ability to communicate well with others both orally and in writing, using both technical and non-technical language. • Ability to establish and maintain effective working relationships. • Ability to prepare accurate and reliable reports. • Ability to operate a personal computer using standard word processing as needed. • Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions. • Ability to be flexible and adapt to organizational changes and needs. • Ability to work independently. • Ability to collaborate and to work as part of a team. • Possession of a valid drivers license and minimal insurance required by law. • CPR, First Aid Certification, and MANDT training (provided by Youth Dynamics, Inc.).
Essential Physical Abilities	<ul style="list-style-type: none"> • Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with others both in person and over the telephone. • Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written materials, in both hardcopy and electronic form and to carefully observe the behavior and activities of youth. • Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and transport files. • Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to travel and to access work sites, carry supplies, equipment and food up to 30 pounds; possibly manage a physically aggressive youth and operate a motor vehicle.
Principal responsibilities	<p><u>Direct Care Responsibilities</u></p> <ul style="list-style-type: none"> • Establish a positive therapeutic relationship with youth • Assist in planning direct care/recreational activities. • Work with youth on individual treatment goals as determined by youth treatment team. • Complete the activities and document results. • Communicate with designated Supervisor(s) on progress, problems, etc. as directed. • Attend program staff meetings. • Provide quality supervision, care and treatment for the youth. <p><u>Documentation</u></p> <ul style="list-style-type: none"> • Submit treatment logs, time sheets, and mileage sheets to the supervisor at scheduled times, on time. • Evaluated formally, at least once a year. • Write incident reports as needed. • Report emergencies to the designated Supervisor, or on-call person.

YOUTH DYNAMICS, INC.
JOB DESCRIPTION

<p>Principal responsibilities, cont.</p>	<p><u>Organizational Responsibilities</u></p> <ul style="list-style-type: none"> • Responsible for safely operating personal/lease vehicles during the transport of clients, travel to other Regions, and any business related travel as assigned by your Supervisor. • Maintain awareness of work environment and perform duties in a safe and responsible manner. • Maintain tact, diplomacy and professionalism at all times. • Complete required paperwork in an accurate and timely manner. • Participate as a positive member of the Youth Dynamics, Inc. organization. • Act as a positive representative of Youth Dynamics, Inc. to the public. • Participate in public relations and marketing efforts approximately 5% of your work time. • Participate in regular supervision with your Supervisor. • Participate in staffings and relevant in-service training as needed or required. • Attend all meetings as are necessary to fulfill job responsibilities. • Develop a plan for personal and professional growth, as needed. • Carry out other responsibilities as assigned by your Supervisor to further the mission of Youth Dynamics, Inc. <p><u>General Information</u></p> <ul style="list-style-type: none"> • Responsible for maintenance of program and therapy areas, maintaining client files and purchase of program supplies.
<p>Minimum Expectations</p>	<ul style="list-style-type: none"> •

I acknowledge receipt of this job description:

Employee

Date