

YOUTH DYNAMICS, INC.
JOB DESCRIPTION

Job Title: Full Time - Family Support Assistant		FLSA Status: Non-Exempt	
Supervisor: FSA Coordinator			
General Information: Family Support Assistants work directly with youth and families in the community. Family Support Assistants provide supervised therapeutic services to youth and families with behavioral and emotional difficulties for the purpose of maintaining and supporting the family.			
Minimum Qualifications		Candidates must be high school graduates with at least two (2) years experience working with emotionally disturbed youth, or developmentally disabled youth. Each year of post-secondary education in a human services field is equivalent to one year of experience. *Candidates with a combination of education and experience equivalent to two years may also be considered. 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. • Ability to travel. • Possession of a valid drivers license and minimal insurance required by law. 	
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"> • Meet with designated Supervisor to determine a therapeutic match and review youth information. • Establish a positive therapeutic relationship with assigned youth or family. • Plan direct care activities in the home and community. • Work with youth on individual treatment goals as determined by youth treatment team. • Complete the activities and document results in the FSA contact notes. • Communicate with designated Supervisor(s) and parents on progress, problems, etc. as directed. • Obtain prior approval from designated Supervisor for special activities and out of town travel. • Attend youth staffings as requested. • Provide quality supervision, care and treatment for the assigned youth. • Provide own vehicle for transportation of youth. <p><u>Documentation</u></p> <ul style="list-style-type: none"> • Submit contact notes, time sheets, and mileage sheets to the supervisor at scheduled times, on time. • Write incident reports as needed. • Report emergencies to the designated Supervisor, or on-call person. 	

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<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"> • Family Support Assistant works 1:1 with a designated youth. • Family Support Assistant is assigned to provide a set number of hours per week with each youth.
<p>Minimum Expectations</p>	<ul style="list-style-type: none"> • Execute all aspects of the ITP with assigned client, including scheduled hours and interventions • Maintain monthly contact with referring worker, Case/Care Manager • Maintain 32 hours minimum per week billable time (80% productivity) • Contact notes completed and filed weekly – including explanation of any missed appointments • Attend 10 hours annually of training including monthly in-services as directed.