

## **Wernle Youth & Family Treatment Center**

### **Job Description**

**Job Title:** Program Team Leader  
**Company:** Wernle Youth & Family Treatment Center  
**Department:** Operations  
**Reports to:** Program Manager  
**Status:** Full Time Exempt  
*Position typically demands 40 to 45 hours per week; requires participation on call in rotation, coverage for staff shortages and attendance at required meetings.*

Wernle is a non-profit residential treatment – behavioral health care agency committed to providing quality services to children and their families through caring programs and healing relationships, which are reflective of God's love in Jesus Christ.

#### **Job Summary:**

Primary responsibility is management of the residential unit, including directing the work of youth counselors, in the absence of the program manager. Provides daily supervision and care for residents as prescribed by programming and individual treatment plans. Performs various leadership and support functions, including providing direction to unit staff in the absence of the program manager. Assists in the training and development of residential staff and makes recommendations in employment and disciplinary issues. Performs all responsibilities in compliance with COA standards; state, federal and other applicable regulations, and Wernle policies and procedures.

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

- Provides leadership and direction for youth counselors ((TBS).
- Provides leadership in problem solving and decision-making at unit level.
- Assists in program development, evaluations and reviews, individually and with clinical team.
- Assists in Implementation and management of residential treatment programming and services.
- Oversees and ensures the implementation of programming and services for the assigned shift at the unit level.
- Assists in identifying, addressing and responding to employee performance and behavioral issues.
- Assists the Program Manager in directing, deploying, supervising and evaluating the performance and behaviors of youth counselors (TBS) in all aspects of their positions to include training and development (six (6)-Twenty to (20) employees).
- Assists in providing leadership and participates in administrative functions including, but not limited to, incident reporting and review, record keeping and documentation and other required and/or necessary administrative responsibilities.
- Instructs, monitors and, as needed, assists residents with activities of daily living (ADLs) including, but not limited to, dressing, eating, bathing, personal hygiene, cooking,

- cleaning, school assignments and communicating with appropriate/approved family members by telephone and/or letter writing.
- Ensures that residents comply with agency / program rules and regulations.
  - Reinforces the goals and objectives of individual treatment plans for residents by positively reinforcing strengths and addressing areas for continued development.
  - Monitors behaviors and responds to irregularities or problems, which may include administering appropriate forms of consequences, including, but not limited to, use of a level system, de-escalation techniques and initiating and/or participating in physical restraints (as defined by Therapeutic Crisis Intervention), when necessary, to protect residents and others from harm.
  - Escorts residents to all designated activities, which includes, but is not limited to, recreation events (on campus and off), meals and various other activities.
  - Performs housekeeping in residential areas, including laundry, vacuuming and various other activities, as needed.
  - Plans, leads, participates and engages residents in recreational, educational and various other activities.
  - Completes documentation including incident reports, score sheets, allowance cards, log reports and various other documentation, as needed, in both handwritten and Microsoft Office formats.
  - Administers medication when and if necessary with appropriate training / certification.
  - Assists in maintaining safe, healthy, structured environment for residents.
  - Provides transportation, as needed, using agency vehicle.
  - Models appropriate communication and behaviors for residents.
  - Participates in unit staff meetings.
  - Attends and participates in treatment reviews.
  - Develops and maintains positive relationship with external customers, families and residents and employees.
  - Obtains thirty-two (32) hours of continuing education credits per year, as provided by the agency.
  - Performs other duties as assigned.

**Education and Experience:**

Minimum of high school diploma or equivalent required; higher education and/or degree preferred. Requires one to two years experience in direct care of special populations; Leadership and or supervisory experience preferred.

**Certificates, Licenses, Registrations:**

Possesses valid driver's license and be an approved Wernle driver for insurance purposes. **(All Open Residential Units and Third Shift).**

**Language Skills:**

Possesses ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals; ability to write routine reports and correspondence; ability to verbally communicate with residents and co-workers.

**Mathematical Ability:**

Possesses ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent.

**Reasoning Ability:**

Possesses ability to apply reasonable understanding to carry out instructions provided in verbal, written or diagram format; ability to exercise good judgment; ability to identify and respond to problems and crisis situations in the time frame and manner demanded by their severity.

**Physical Requirements:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Physical requirements include**, but are not limited to, the ability to reach with hands and arms, talk, hear, stand, walk, run, sit, use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee is occasionally exposed to physical activities with the children that could result in physically escorting and/or restraining a child as well as physically intervening and/or removing a child to a secure setting\*. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

\*Depending upon the safety needs of the unit program and the size and weight of the residents, this may require an employee to complete an endurance/lifting assessment to determine physical capacity for the position.

**Mental Requirements:**

The mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Mental requirements include**, but are not limited to, the ability to concentrate, take initiative, cope with stress, adapt to and stay alert in a busy work environment. Other requirements include the ability to maintain personal and emotional boundaries with residents and the ability to accept and manage change and ambiguity in a variety of situations.

**Work Environment:**

The work environment described here is representative of that which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may frequently drive an automobile, taking children to

appointments, recreational activities, and various other appointments. Employees may be exposed to outside weather conditions, blood borne pathogens, and a constant or intermittent high noise level that could cause distraction or hearing loss. The noise level in the work environment is usually moderate to loud.

I have read the above job description and fully understand the requirements set forth therein. I accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my abilities.

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Signature

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Date