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Job Posting – 4/3/19

## Youth Service Worker 2 – Student Life

### Description:

The Department of Student Life Residential Program provides a learning and independent living environment where students and develop to their fullest potential. Youth Service Worker 2 employees provide direct service to students in the residential program. As a promotional position from YSW1, this position serves as an assistant supervisor and requires increased responsibility in the areas of student transportation, paperwork and documentation, ordering necessary supplies, and leading student management in the residential program.

### Qualifications:

- High School diploma or GED required
- Associates Degree or above (preferred)
- Valid Tennessee Driver's License
- Child care experience (preferred)
- ASL communication skills (preferred)

**Terms of Employment:** Full-Time 10-month position

### Essential Duties and Responsibilities:

- Direct supervision of students and staff in a residential living environment
- Provide on-going care and training to TSD residential students
- Act as Assistant Supervisor in the Residential Program
- Administer rules and regulations of TSD
- Weekly chaperone students on home going and return trips up to 14 hours
- Order supplies, food, and milk weekly
- Accompany students on field trips and extracurricular activities
- Plan and direct learning opportunities for living and recreational activities
- Build and maintain appropriate rapport with students and their families
- Counsel or discipline students as necessary
- Identify and fulfill emotional and social needs of students
- Assist in the development and implementation of residential student education plans
- Provide leadership and collaboration with other leadership in Student Life department

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- Provide on-the-job training to staff
- Prepare reports, memos, and various types of notifications for students and staff
- Attend meetings within cottage and department regularly
- Interface with parents and legal guardians of students
- Manage students with multiple disabilities as assigned
- Maintain safety of assigned students
- Keep records and make reports
- Maintain high personal standards as a role model for students
- Answer phone calls/VP calls and deal with crisis situations
- Performing other duties as assigned

#### Preferred KSA's

- Scheduling and Time management skills
- Planning and preparing meals for groups of students
- Ability to identify student needs
- Problem solving skills to address various situations
- Knowledge of American Sign Language (ASL) preferred
- Ability to work with a team of employees
- Goal oriented and student focused
- Ability to manage multiple students alone
- Ability to follow assignments as provided by Supervisor
- Skills in planning and identifying needs of cottage

**Salary and Benefits** State of Tennessee Salary Grade 020, \$1,968 - \$3,148  
Benefits include medical, dental, vision and life insurance, retirement pension, 401(k) match, employee assistance program, personal and sick leave (PTO) and more. A full listing of employee benefits can be found here [Benefits Link](#).

*The applicant selected for this position must complete full background checks including fingerprinting. Background checks will be completed through TBI, FBI, DCS, TN Registry of Sexual Offenders, and TN Registry of Abuse.*

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