

## **Job Description**

POSITION TITLE: Youth Companion, Runaway Emergency Services Program (RESP)

CLASSIFICATION: Volunteer, Level I

POSITION SUMMARY – The Youth Companion is a mentor to youth in RESP care. S/he will provide a meaningful relationship to youth through activities, positive rapport and positive role-modeling through regular meetings.

### POSITION QUALIFICATIONS –

- Youth Companions are at least 18 years of age.
- Educational background in psychology, counseling, social work or related field is helpful but not required.
- A desire to make a positive contribution to youth.
- Satisfactory completion of required background and health screenings.
- Current and valid driver's license and liability insurance.

### TECHNICAL COMPETENCIES –

*The Youth Companion will...*

#### Work with Youth:

- Establish rapport with youth in a meeting with RESP staff, youth and, as indicated, youth's parent.
- Discover what recreational activities the youth is interested in.
- Plan regular contacts.
- Include youth's parent in planning to ensure parent agreement to activities.
- Maintain contact with RESP staff regarding involvement with youth.
- Communicate with RESP regarding concerns and needs about a specific youth.
- Maintain confidentiality of youth and her/his family.

#### Program Development:

- Complete required paperwork (i.e. Youth Companion Log).
- Provide RESP staff feedback on program design and services.
- Cooperate with RESP staff for any state and federal program reviews, as needed.

## CORE COMPETENCIES

*All CYFS Employees will...*

### Communication

- Maintain appropriate lines of communication within the agency and RESP.
- Develop and maintain working relationships with other community agencies in related fields.
- Provide clear and accurate information to potential clients, the community, other agencies and funders regarding the agency's function and current programs.
- Know, understand and be able to communicate the agency's philosophy and mission.

### Integrity

- Treat people in a caring and respectful fashion, mindful of individual, cultural and ethnic differences.
- Maintain appropriate professional boundaries with clients, colleagues and donors.
- Protect privacy and confidentiality of clients, colleagues and donors.
- Be respectful in verbal and written communication to and about clients, colleagues and donors.

### Work Performance/Supervision/Enhancing Agency

- Set appropriate priorities and plan work systematically.
- Report routinely to supervisor and utilizes supervision to provide quality services.
- Adhere to the guidelines of the agency set forth in the Agency Manual.
- Attend and participate in scheduled and ongoing trainings.

I have received and have had the opportunity to discuss the job description (above), copies of the performance evaluation form and an organizational chart for CYFS.

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Printed Name

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Signature

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Date