



JOB DESCRIPTION YOUTH PROGRAM LEAD

Role and Responsibilities

The Program Lead provides support and mentoring to the Youth and program staff.

- Provide support and mentoring to the youth and program staff.
- Interview, conduct background and reference checks for potential hires, and supervise and support youth program staff
- Works collaboratively with team.
- Collect, analyze, and report to Admin on staff and volunteers' schedules and weekly and monthly reports.
- Conduct regular audits of databases for compliance with case management protocols. Alert team to any quality issues affecting service access.
- Verify that all documentation meets company standards and requirements.
- Develop and implement curriculum, lesson plans, and training materials for youth and staff.
- Provide mentoring to youth utilizing Check and Connect module.
- Conduct monthly family meetings in their native language.
- Conduct bi-weekly trainings/workshops for families and youth on Transition to Adult Life.
- Provide direct youth services.
- Maintain current best practices in youth programming through professional development.
- Assist families and youth in accessing and maintaining educational services.
- Collaborate with and maintain current knowledge of community resources for youth and families.
- Maintain current knowledge of IEP regulations and monitor compliance. Ensure adherence to special education plans and best practices.
- Contribute to regular staff meetings, parent conferences, and other activities as appropriate.
- Work with consultants, evaluators, and other professionals as needed.
- Serve on company committees and attend conferences as requested.
- Supervise staff and maintain a positive work environment.
- Exhibit confidentiality, professionalism, ethical conduct, and ability to handle conflict effectively.
- Perform other duties as assigned by the Executive Director. Report directly to the Executive Director and/or Administrative Assistant, as assigned by ED.



PHYSICAL DEMANDS OF POSITION

ACTIVITY	FREQUENCY OF WEIGHT BEARING															
	RARE 0-10%				OCCASIONAL 11-34%				FREQUENT 34-66%				CONTINUOUS ≥ 67%			
	1-10 LBS	11-25 LBS	26-50 LBS	50 + LBS	1-10 LBS	11-25 LBS	26-50 LBS	50 + LBS	1-10 LBS	11-25 LBS	26-50 LBS	50 + LBS	1-10 LBS	11-25 LBS	26-50 LBS	50 + LBS
LIFTING			X				X									
CARRYING			X				X									

ACTIVITY	FREQUENCY OF ACTIVITY			
	RARE 0-10%	OCCASIONAL 11-34%	FREQUENT 34-66%	CONTINUOUS ≥ 67%
SITTING			X	
STANDING			X	
BENDING	X			
KNEELING	X			
CLIMBING	X			
WALKING		X		
REACHING	X			

Prior to hire, all candidates must provide documentation of Criminal Background Clearance, including Pennsylvania State Police Background Check (Act 34), Department of Public Welfare Child Abuse Clearance (Act 151), and Federal Criminal History Record.

Philadelphia HUNE, Inc is an EEO/AA M/F/D/V employer. Minorities, veterans, women, and people with disabilities are encouraged to apply. HUNE maintains a drug-free and harassment-free workplace.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

I have received and read a copy of my job description and I understand the duties and responsibilities as listed above. I have asked for clarification of any questions I might have and have discussed them with my supervisor.

Employee Signature:		Date:	
Supervisor Signature:		Date:	