

## BEST PRACTICES

The House Group  
Hillbrow, South Africa  
Saving the girl child from the street  
<http://thehousegroup.org>



\*\* Working Document

### STAFF TRAINING

#### Youth Care Worker – Basic Tasks

The following Basic Tasks for youth care workers in residential or day-care programs will give some indication of the influence and importance of their interaction with the children.

##### Structuring of the Daily Program

- Wake youth up in the morning
- See to it that the youth are punctual for chores/church/activities
- See to it that youth are in time for appointments and activities
- See to it that meals are prepared and served in the specified manner
- See to it that youth go to bed on the time appointed

##### Physical Care

- Help with the supervision of the youth's personal hygiene
- See to it that the youth are clothed satisfactory, fit for the occasion, clean and properly
- See to it that youth attend the prescribed clinics and medical tests
- See to it that the youth get medical attention if necessary and then serve them the prescribed medicine
- When possible, take the youth for medical services as appointed as well as supervision by hospital-and psychologists services
- See to it that the youth are satisfactorily fed and that they are taught table manners and healthy, socially acceptable eating habits
- Control and hand out pocket-money

##### Academic Care

- See to it that youth attend classes/programs/activities
- Apply for and control stationery for the youth
- Apply for and control uniform and other school necessities
- Supervision on studying and control of homework
- Motivation of the youth for academic performance in correspondence with their capabilities
- Refer chronic study problems to the instructor in charge

##### Psychic (mental) Care

- Building of a positive relationship with the youth
- Serve as a role model for the youth
- Observation of emotional- and behaviour problems of the youth and the reports thereafter to the concerned welfare worker
- Execution of the management program of the child as composed by the multi-professional team
- Motivation of the youth for a positive outlook on life and suitable behaviours.

- See to it that the youth's birthdays are made special
- Maintain and execute discipline B record all disciplinary measures in the daily report

### Spiritual Care

- The out living of the principles of Humility, Simplicity and Compassion
- Attending of church services with the youth
- Presenting religious worship on a daily basis
- See to it that the rule of silence is adhered to
- See to it that the youth are each provided with appropriate spiritual literature
- See to it that the youth attend church services in a disciplined manner
- Refer youth for pastoral consultation where necessary

### Provision of Food

- Application for & control of the stock of food
- Supervise the preparations of meals
- Keep supervision during meals
- See to it that utensils are clean and in a satisfactory condition
- See to it that the tables are laid for all meals
- See to it meals are pleasantly served
- See to it that the youth learn table manners and apply them
- See to it that tables are cleaned off immediately after meals and that the dishes are washed
- See to it that kitchen equipment are clean and hygienically kept

### Provision of Clothing

- See to it that the youth have the minimum prescribed number of garments
- Apply for and supervise handing out of clothing items

### Administration

- Fill out the daily activity record promptly each day
- See to it that the supervisor gets the activity record in good time
- Record all incidents on the daily reports
- Apply for, and account for provisions (food, groceries, pocket money, clothing, etc) in the prescribed manner and in proper time

### Integration Care

- Prepare youth for integration with home, society or another program
- Teach youth the skills necessary to make a success of the integration

### Environment Care

- Protect the physical environment from damage, neglect and crime
- Report all breakages, leakages, deterioration of building or equipment immediately and continually until it has been properly repaired
- Create and maintain a healing environment, for the youth and especially taking care to consider volunteer health (physical and emotional) as well