

POSITION DESCRIPTION

Multi-County Juvenile Attention System

WORKING TITLE:	Youth Leader 2
STATE CLASS TITLE:	

POSITION CONTROL NO.	EMPLOYMENT STATUS: Full-time
FLSA STATUS Non-Exempt	REPORTS TO: Youth Leader Supv/Unit Manager
EXEMPTION TYPE N/A	SUPERVISOR'S PCN
CIVIL SERVICE STATUS Classified	FACILITY As assigned

DISTINGUISHING JOB CHARACTERISTICS

Works in an open setting, secured treatment, or detention facility for troubled youths with negative, destructive and violent behaviors. Monitors, coaches and directs resident behavior and activities. Employee works on an assigned shift in a 24 hour per day, 7 day per week facility, which shift may vary depending upon the needs of the facility.

When assigned to an *open setting* group home, Children's Residential Center, or cottage, provides a structured living environment, and prepares youth for successful integration into society and independent living.

In the group homes and Children's Residential Centers shall provide Supervision within sight or sound of the child pursuant to the level of supervision specified in the child's service plan.

In the group homes and Children's Residential Centers as part of the treatment team will help develop service plans. Insures implementation of all individual service plans.

When assigned to *secured treatment*, teaches youths to assume accountability and responsibility for actions, and maintains responsibility for assisting in the development and implementation of treatment plans. Participates in group planning process and provides intervention as specified for in treatment plans. Teaches student problem solving, living skills, anger management and self control through one-on-one intervention and through group treatment processes. Assesses students' progress.

When assigned to a *detention facility*, works with youth pending hearing and disposition by the court, or post dispositionally as set by the Judge and strives to focus youth toward responsible behavior.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

30% Teaches youth to assume accountability and responsibility for actions, and encourages development of self esteem. Assists youth in dealing with peer and

societal pressures and familial issues. Guides youth in developing school, home and social skills, and assists in formulating objectives.

Knowledge of: facility program rules; policy; laws related to open setting; security precautions; basic psychology and human nature; societal and familial issues; and group dynamics.

Ability to: apply regulatory requirements to practical situations; empathize with youths' problems and serve as role model.

Skill in: first aid; CPR; listening; crisis intervention.

15% Follows up with schools and administrators to track student progress, problems and needs. Enrolls students in school and performs related administrative responsibilities. Encourages student's involvement and enrollment in community service and restitution work.

Knowledge of: facility procedures and programs.

Ability to: complete routine forms, establish friendly atmosphere, as supervisor of residents in the unit.

Skills in: in first aid.

5% Operates van to transport youth to and from court, medical appointments, work, activities, programs and other locations.

Knowledge of: facility procedures and policies.

Ability to: maintain records.

Skills in: safe operation of a motor vehicle, first aid.

10% Monitors and assesses mood of the group of youths. Resolves differences and disagreements among youths, and intervenes in youth altercations. Ensures safety and security of youth, visitors and staff. Monitors youth behavior, identifies rule violations, exercises appropriate judgement to control behavior and applies discipline, as necessary, in accordance with disciplinary policy and process. Conducts room checks. When assigned to Secured Treatment or a detention facility, staffs control room to maintain security of facility, staff, visitors and youth. Monitors security lights, doors and windows, and conducts visual and auditory monitoring. Conducts body searches.

Knowledge of: recognize threatening conditions and take action; security precautions.

Ability to: deal with problems involving several variables.

Skills in: crisis intervention.

- 10% Supervises coordinates, and directs youths engaged in basic housekeeping chores to maintain cleanliness of rooms and group living areas. Helps make minor repairs and maintenance to facility interior and exterior. Performs general ground maintenance.
- Knowledge of: supervision of youth, safety, and facility procedures.
- Ability to: effectively and fairly monitor and control youth behavior.
- Skills in: listening, general housekeeping.
- 5% Supervises and participates in kitchen clean-up activities. Takes food, government commodities, dry goods and meat inventories and maintains inventory records.
- Knowledge of: supervision of youth, safety, and facility procedures, and the operation of kitchen equipment.
- Ability to: maintain records.
- 5% Dispenses prepackaged medications to youths under the general direction of a Registered Nurse and maintains medical prescription dosage documentation.
- Knowledge of: facility rules and policy.
- Ability to: complete routine forms.
- 5% Enters information onto daily work activity, meal and maintenance logs and vehicle records. Completes incident reports, emergency medical reports and other records.
- Knowledge of: facility procedures.
- Ability to: post information accurately and legibly to written reports.
- 5% Supervises youth in social and recreational activities. Develops youth social, educational and other activities, and supervises.
- Knowledge of: security and safety.
- Ability to: effectively and fairly monitor and control youth behavior.
- 5% When working with youth in an open setting, provides assistance and support to residents in seeking and maintaining meaningful employment. Collects employment applications from various local businesses, provides coaching to residents to develop interview skills, and maintains contact with employers to track employee's progress and problems.
- Knowledge of: facility procedures.
- Ability to: identify and maximize each youth's potential.
- 4% Notes item purchasing needs and submits request for requisition to facility management. When assigned to an open setting facility, issues money to residents within prescribed amounts, and tracks resident spending. Accesses accounts to purchase groceries for group home and fund group recreational activities. Purchases gas, medical supplies and other items as necessary within spending limits and authority. Documents and accounts for movement of funds.

When assigned to a detention or secured treatment facility, records money on the person of a youth admitted into facility, and locks money into file until youth is released.

Knowledge of: facility procedures.

Ability to: complete routine forms.

- 1% Provides CPR and first aid as necessary, and contacts medical personnel to provide professional medical care in serious emergency situations. Accompanies youth to hospital to maintain security.

Knowledge of: facility policy and procedures.

Ability to: exercise sound judgement.

Skills in: first aid; CPR; and listening.

OTHER DUTIES AND RESPONSIBILITIES

Initiates and executes plans for group home fundraisers.

SCOPE OF SUPERVISION & POSITION CONTROL NUMBERS

None.

EQUIPMENT OPERATED

Van, typewriter; computer; copier, telephone and other standard office equipment; microwave, stove and other kitchen appliances; clothes washer and dryer; general household equipment; lawnmower and other lawn maintenance equipment.

When assigned to a secured treatment or detention facility: handcuffs, shackles; control panel; fire panel system; scanner; flashlight, lockbox; copier; CB radio.

CONTACTS WITH OTHERS

Youth; youths' families; court personnel; general public; attorneys; school teachers and administrators; counselors & therapists; case managers; employers and job managers; fire inspectors; food delivery persons; community social service representatives; parole officers; chaplains; law enforcement officers; church groups.

CONFIDENTIAL DATA

Youth' psychological and health evaluations, medical records, court records, social & family history, drug and alcohol test results and other confidential or sensitive information pertaining to youth.

WORKING CONDITIONS

Good general working conditions but with occasional exposure to outside weather conditions when transporting youth or supervising outside activities. Possible exposure to assaults from youth. Possible exposure to blood, urine and other bodily fluids.

The following usual physical demands, knowledge, skills, abilities & qualifications are typically exhibited by position incumbents performing this job's essential duties and responsibilities. Except as otherwise required by law, these standards are not, and should not be construed to be "absolute" job requirements, but are illustrated to help the System, employee and/or applicant identify areas where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

USUAL PHYSICAL DEMANDS

While performing duties of this job, the employee normally must be able to walk through the facility, perform light physical labor, and may occasionally have to physically control persons of varying weights and strengths. The employee commonly uses usual vision demands and must normally be able to converse verbally with the youth, visitors, family members, general public and others, and to hear. The employee may occasionally sit in and operate a van for variable periods of time.

MINIMUM ACCEPTABLE CHARACTERISTICS

Knowledge of: facility rules, regulations and policy; laws related to open setting, detention or secured treatment operations; security precautions; basic psychology and human nature; societal & familial issues; group dynamics; crisis intervention process and techniques.

Ability to: apply regulatory requirements to practical situations; empathize with youths' problems and serve as role model; post information accurately and legibly to written record; react with sound judgment; deal and communicate effectively with youth; develop and maintain effective working relationships with associates, youth, family members, visitors and general public; maintain confidentiality of confidential and sensitive subject matter; effectively and fairly monitor and control youth behavior; mediate differences between youth; identify and maximize each youth's potential; exercise sound judgement in making fair but firm decisions; resolve life problems; maintain flexibility to adapt to youth's needs.

Skill in: first aid; CPR; listening; crisis intervention.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: High School degree, GED or equivalent. Ability to pass criminal background check. Successful completion of required training programs following employment. Must maintain required licenses and certifications and complete a minimum of 24 hours of Child Care Training per ODJFS standards.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

CPR, Response to Resistance Certification, and First Aide; State Motor Vehicle Operator's License.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

MANAGEMENT APPROVAL

_____/_____/_____
Superintendent Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will effectively perform, the duties & requirements specified in this job description.

_____/_____/_____
Employee Date