

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. YOUTSPLE

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-INSTITUTIONS
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Juvenile Justice Programs
4. Civil Service Position Code Description YOUTH SPECIALIST-E	10. Division Outstate Residential Services
5. Working Title (What the agency calls the position) Youth Specialist	11. Section
6. Name and Position Code Description of Direct Supervisor YOUTH SPECIALIST SUPERVISOR-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor YOUTH RESIDENTIAL DIRECTOR-3	13. Work Location (City and Address)/Hours of Work Bay Pines Center/24-hour/7-day facility
14. General Summary of Function/Purpose of Position Provides ongoing supervision and direction to delinquent youth in residence as determined by the youth specialist's assignment in either the agency's Detention Unit or Treatment Unit or provides supportive supervision based on an intake office assignment.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage: 35**

Client Supervision.

Individual tasks related to the duty:

- Exercising good judgment within agency practices and methods, supervises resident peer groups and/or individual youth to ensure the health, safety and security of both youth and staff. This includes but is not exclusive to active supervision and or participation in peer group development, peer group assistance sessions, problem solving meetings, individual and peer group initiatives, recreational activities, family sessions, community, reintegration team meetings, off grounds experiences (includes transporting youth in state vehicles, etc.) and individual client intervention.
- Within this framework, one male and one female youth specialist in the detention unit will be of the same sex as male and female youth in residence on both the morning and afternoon shifts to insure privacy during strip searches, supervision of youth taking showers and other situations needing sensitivity to gender.
- During the night shift in the detention unit and during the morning, afternoon and night shift in the treatment unit one male and one female youth specialist in the building will be available as necessary to insure privacy during strip searches, during supervision of youth taking showers and during uncommon situations.
- Male and female youth specialists will serve as adult role models, counselors and authority figures to youth of both genders and be available to discuss a myriad of personal, emotional and/or sexual problems youth may feel a need to discuss with a responsible adult.
- Youth Specialists will be responsible to restrain youth who are physically out of control and pursue and apprehend AWOL's
- Youth Specialists will teach and supervise youth in proper personal hygiene and the custodial duties of their living space and other areas of the facility.
- Incumbent(s) may have unsupervised access to controlled substances.

Duty 2

General Summary: **Percentage: 35**

Safety and Security.

Individual tasks related to the duty:

- Responsible for maintaining a safe, secure environment through the appropriate use of agency security systems (including but not limited to the electronic panel monitoring and security system, room check, key system, door locks, video monitors, communication systems, visual observation panels, windows and doors, client counts, etc.
- Employs a good judgment based on knowledge of youth population and agency policies and procedures.

Duty 3

General Summary: **Percentage: 15**

Record Keeping.

Individual tasks related to the duty:

- Maintains thorough, timely, accurate records as indicated by program assignment. Includes, but is not limited to, Incident Reports, logs, monitoring sheets, youth accounts, intake assessment, client contracts, suicide assessments, behavioral contracts, team meeting input, etc.

Duty 4

General Summary: **Percentage: 15**

Team Responsibilities.

Individual tasks related to the duty:

- Actively participates in team discussions and team decisions related to client care.
- Analyzes progress made by youth as observed personally as well as learned from other available sources and recommends treatment goals and strategies.
- Takes personal responsibility for follow through on tasks developed by team including client integration, group process related teaching, living unit/residential care needs and out of building activities.
- Assures ongoing communication - verbal and written with all staff so that they may be adequately informed.
- Participates in the collection and reporting of information related to youths adjustment within the program.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Youth Specialists routinely make decisions regarding youth's behavior, group supervision, use and maintenance of household supplies and equipment, health and safety issues, use of restraint and restraining devices, evaluation of youth and short-term strategies to cope with issues.

17. Describe the types of decisions that require the supervisor's review.

Use of restraint and restraining devices, documentation of youth progress and issues, long term goal and strategy development and implementation, dispensing of medication, maintenance of records and security checks.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Apprehension of AWOL's, physical restraining of youth, driving state vehicles.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

This is a composite position description used in a co-ed maximum secure detention unit and a co-ed secure treatment unit. Essential functions are client supervision, safety and security, record keeping, and team responsibilities.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

There is not a current position description on file in FileNet. Minor changes/updates are being made to the composite position description that is used at Bay Pines Center. Changes being made are as follows. Under Duty #1 a task was added that indicates that the incumbent(s) in this position may have unsupervised access to controlled substances. More detailed information was also added to #23 and #25. Update is being provided to document that position is properly classified as a Youth Specialist.

25. What is the function of the work area and how does this position fit into that function?

Provides ongoing supervision and direction to delinquent youth in residence as determined by the youth specialist's assignment in either the agency's Detention Unit or Treatment Unit or provides supportive supervision based on an intake office assignment. This position is housed in one of the secure residential treatment facilities serving youth to age 21, providing assessment, detention, education and treatment services. Bay Pines Center develops policy and programs for residential and community-based services for youth committed or referred to the department for rehabilitative treatment.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Completion of two years of college (60 semester or 90 term credits) with a minimum of 15 semester (23 term) credits in one or a combination of the following: social welfare, social work, sociology, psychology, family ecology, family and child development, counseling and guidance, or criminal justice.

EXPERIENCE:

Youth Specialist 7

No specific type or amount is required.

Youth Specialist 8

One year of experience equivalent to a Youth Specialist 7.

Youth Specialist E9

Two years of experience equivalent to a Youth Specialist, including one year equivalent to a Youth Specialist 8.

Alternate Education and Experience

Youth Specialist 7 - 10

Four years of experience in the care or supervision of youths in a residential group setting, including two years equivalent to a Youth Aide E8 may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work cooperatively with a team.
- Ability to work with juveniles of both sexes.
- Ability to follow instructions.
- Skills in assessing juvenile behavioral problems.
- Skills in supervising groups in activities and organizing leisure time.
- Communication skills - able to communicate with others both verbally and in writing.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan Driver's License.

DART

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

n/a

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date