

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MDHHS-INSTITUTIONS
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Children's Services Agency - Juvenile Justice
<b>4. Civil Service Position Code Description</b> YOUTH SPECIALIST-E	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Youth Specialist	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> YOUTH SPECIALIST SUPERVISOR-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> BOLEN, MICHAEL J; YOUTH RESIDENTIAL DIRECTOR-3	<b>13. Work Location (City and Address)/Hours of Work</b> Shawono Center, 10 North Howes Lake Road, Grayling, MI., 49738 / Various Hours
<b>14. General Summary of Function/Purpose of Position</b> Employees in this class series act in loco parentis supervising life skills, training, and therapeutic activities for delinquent youth in Juvenile Justice (JJ) facilities. The Youth Specialist, under proper direction, initiates, implements and supervises therapeutic experiences for youth and performs supportive record-keeping functions. Employees need to respond to the physical and emotional behavior of the youths, at times requiring physical intervention. Youth Specialist may be assigned to work on any day of the week on any shift. Employees are required to participate in training courses and to satisfactorily complete the course work.	

**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: 40**

Direct Supervision of groups and individual youth in all phases of program.

**Individual tasks related to the duty:**

- Observes monitors and manages residents behavior, referring acute problems to appropriate counseling staff and recording information.
- Serves as a facilitator of group treatment with responsibility for the safety, personal conduct and care of youth.
- Provides leadership, maintains discipline, teaches and models appropriate social and life skills.
- Implements team strategies, maintains daily routines, ensures schedules are met and appointments kept.
- Insurers all youth under their supervision are accounted for and in the appropriate area at all times.
- Maintains order and controls disruptive behavior through various techniques including staff use of physical restraints.
- Searches for and apprehends truant youth.
- Follows security, health and safety procedures.
- Transports and supervises youth during off-grounds activities (medical, family visits, court etc.)
- Assists youth with experiential learning experiences and physically challenging learning exercises.
- Identifies, assess and protects your at risk for suicide, following agency policy and procedures.
- De-escalates youth using approved crisis intervention techniques.
- Incumbent(s) may have unsupervised access to controlled substances.

**Duty 2**

**General Summary:**

**Percentage: 20**

Serve as a member of a treatment team, through collaboration plans treatment strategies for individuals and for the group.

**Individual tasks related to the duty:**

- Attends team meetings weekly, provides input, and helps to develop therapeutic interventions. Chairs and /or takes notes.
- Keeps other staff informed of all known conditions about the group and individuals both on and off campus.
- Takes personal responsibility for follow through on tasks or strategies developed by the team, including client integration, group progress, related teaching, living unit/residential care needs and out of building activities.

**Duty 3**

**General Summary:**

**Percentage: 10**

Maintain records and reports

**Individual tasks related to the duty:**

- Writes reports of critical incidents (UIR's) such as assaults against peers or staff, injuries or situations threatening the security of the facility or safety.
- Records behavioral observations on individual and group sheets, provides written comments to other staff concerning problems or concerns that will not be verbally processed.
- Uses log to record off grounds, staff call-ins, and information for general staff knowledge.
- Practices diligence in recording on close observation and isolation room sheets.
- Conducts population counts and records.

**Duty 4**

**General Summary:**

**Percentage: 20**

Performs duties that insure the safety and well-being of youth and security of the building.

**Individual tasks related to the duty:**

- Responds quickly to calls for assistance from other areas of the facility.
- Investigates illness or injury complaints to determine the need for medical services
- Provides first aid and or/CPR following universal precautions. Request necessary medical and dental appointments.
- Maintains visual checks and records of youth out of program; in their rooms for sick or disciplinary reasons; in isolation or on close observation.
- Dispenses over the counter and prescribed medication according to the established policy while on off-ground status.
- Conducts thorough searches of residents, building, mail and packages for contraband.
- Detects and promptly reports needed facility repairs.
- Provides orientation to new staff.
- Performs building checks and records findings.

- Reports inventory shortages and needs to the appropriate person.
- Inventories and records resident's possession and funds.

**Duty 5**

**General Summary:**

**Percentage: 10**

Insures knowledge and skills are adequate to perform all duties.

**Individual tasks related to the duty:**

- Attends in-service and off campus training as required.
- Knows and follows agency and facility policy and procedures.
- Reads assigned case materials and the log at the start of each shift.
- Maintains appropriate physical fitness to perform duties - ex: physical restraints, truancy apprehension, assistance in experiential activities, etc.

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

Determine how to fill in for unplanned schedule changes to insure program consistency. Dealing quickly with crisis as they arise to minimize potential harm of youth and staff. Assigning consequences and amends that reflect the treatment plan for each resident. Inability to make these types of decisions could result in harm to staff or residents and an unnecessary interruption in programming or treatment.

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

Making permanent or major changes to the schedule requires adjusting various responsibilities and must be looked at program wide.

Changes in procedures or policy is usually done by a committee or comes through external sources. The extended use of mechanical restraints or isolation requires specific supervisor review as written in policy.

**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.**

Subject to physical and emotional acting-out behavior by youth on a daily basis.

The working environment can be hostile due to residents who are angry or uncooperative.

Work outdoors in all seasons supervising youth involved in recreation, challenge courses, and physical activities.

Physical management of an aggressive youth threatening to harm self or others periodically.

**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?**

Employees in this class series act in loco parentis supervising life skills, training, and therapeutic activities for delinquent youth in Juvenile Justice (JJ) facilities. The Youth Specialist, under proper direction, initiates, implements and supervises therapeutic experiences for youth and performs supportive record-keeping functions. Employees need to respond to the physical and emotional behavior of the youths, at times requiring physical intervention. Youth Specialist may be assigned to work on any day of the week on any shift. Employees are required to participate in training courses and to satisfactorily complete the course work.

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

Updating this position description to reflect that incumbent(s) may have unsupervised access to controlled substances. The position already has DART designation.

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

The work area is an institutional setting adjudicated adolescents, ages 12 to 20. All youth are court ordered into placement and the average length of stay is more than six months. The residents are male and female and most are referred for substance abuse treatment. This position serves to supervise and maintain order of a group of adjudicated adolescents. This includes movement from different areas of the building, observation of behavior in all areas, response to inappropriate or hurtful behavior and instructions to youth in carrying out everyday activities. Youth specialist must be capable of dealing with out of control youth through de-escalation techniques or physical managements. This position must also transport youth to off-grounds activities and maintain control and custody. Supervision of youth in outdoor physical activities in all types of weather is also required. The Youth Specialist supervises the youth twenty-fours a day, seven days a week. They are responsible for directing and maintaining control of the group of ten youths during all daily activities.

**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:**

As listed on the Civil Service job specification. In addition:

- Must successfully complete training and be able to perform crisis intervention and physical restraint of youth per JJP policy.
- Ability to pass a pre employment drug screening. Does not have felony convictions or a pending felony charge.
- Ability to pass a pre-employment physical screening test measuring strength, agility and cardiovascular endurance

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness

**CERTIFICATES, LICENSES, REGISTRATIONS:**

As listed on the Civil Service job specification.

Possession of a valid 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