

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

<b>Position Code</b> 1. YTHAADVEA03R
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## 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> MIL AFFR CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Michigan Army National Guard
<b>4. Civil Service Position Code Description</b> Youth Challenge Academy Advisor-E	<b>10. Division</b> Michigan Youth Challenge Academy
<b>5. Working Title (What the agency calls the position)</b> Youth Challenge Academy Counselor	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b> 5500 Armstrong Rd., Bldg 13, Battle Creek, MI 49016 / 8AM-5PM; M-F

**14. General Summary of Function/Purpose of Position**

This position serves as residential program counselors to at-risk youth for the Michigan Youth Challenge Academy. Employees perform life skills training (Youth Challenge 8-core components), goal setting, and prioritization activities. Facilitate case file development and social therapy activities. The cadet counselor also participates in and coordinates meetings with other Challenge staff members to evaluate cadet progress and behaviors. The counselor may also be required to communicate to cadet's parents or guardians to report the cadet's progress in the Challenge program.

**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: 25**

Conduct therapeutic individual and group activities to promote team building, assertiveness, and coping skills of individual cadets.

**Individual tasks related to the duty:**

- Develop, lead, and participate recreational and physical fitness activities to promote team building, field trips, etc.
- Maintain record of activities calendar.
- Record cadet progress in participation of group activities.
- Counsel cadets having training or educational issues that may be at risk of leaving the Challenge Program

**Duty 2**

**General Summary:**

**Percentage: 25**

Career/Vocational Guidance Advisor (Counselor).

**Individual tasks related to the duty:**

- Interview each cadet regarding civilian or military vocation.
- Provide career guidance for direct entry to the workforce, college and/or military service. Coordinate with RPM staff for placement and tracking of phase-II opportunities.
- Assist in the coordination and placement of cadets in an educational, tech-vocational, military or civilian opportunity prior to graduation from the resident phase of the Youth Challenge Academy.

**Duty 3**

**General Summary:**

**Percentage: 20**

Maintain cadet case files and communicate cadet progress to parents/guardians.

**Individual tasks related to the duty:**

- Properly maintain case files for cadets.
- Develop and maintain individual progress reports.
- Facilitate communication (either telephone or person to person) between cadets and parents.
- Refer to superiors, cadet behavioral problems or activities that could result in harm to self or cadet population

**Duty 4**

**General Summary:**

**Percentage: 20**

Perform life skills training (YCA 8-core component instruction) to include goal setting and task prioritization.

**Individual tasks related to the duty:**

- Conduct large group presentations.
- Apply knowledge of at-risk behaviors to problem solving techniques.
- Conduct substance abuse training.
- Coordinate health- sex education classes with contracted professionals.
- Coordinate and assist with Youth Challenge Academy 8-core component instruction for cadets

**Duty 5**

**General Summary:**

**Percentage: 10**

Coordinate meetings with other staff members to evaluate progress and behaviors of cadets.

**Individual tasks related to the duty:**

- Conduct daily/weekly meetings.
- Maintain a meeting calendar.
- Develop synch meeting agenda.
- Maintain and distribute records of meetings.
- Review and distribute intervention reports.

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

Must be able to evaluate and recognize patterns of behavior which reflects substance abuse problems, emotional issues and learning disabilities in cadets.

Must recommend courses of action to Deputy Director regarding therapeutic referral services for cadets

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

Referral decisions on cadets

Meeting/group agenda

Presentation content

Triad Reports (teachers, cadre, and counselors)

**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.**

Conduct and participate in team building exercises and activities requiring some degree of physical fitness. Low to mid-intensity one to two hours per week.

**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?**

1. Conduct intervention meetings utilizing the triad mode.
2. Provide cadets with lifestyle counseling and goal setting instruction.
3. Communicate about welfare referral agencies with staff and general public.
4. Recommend intervention therapy to cadets who exhibit dependency or coping skills problems.

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

New position

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

The Michigan Youth Challenge Academy is a 22 week residential program for 16-18 year old high school drop-outs, considered "at risk". The program is an intervention education program using a military model approach with the objective of providing a GED or high school credit education. This position is required to ensure cadets are provided social intervention and counseling services while they are residents in the program.

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

**EDUCATION:**

Possession of a bachelor's degree in social work, sociology, criminal justice, psychology, counseling and guidance, child development, child/family/human relations, consumer/community services, early childhood education, education, special education (deaf, emotionally disturbed, gifted, mentally or physically handicapped), family and consumer resources, human/family ecology, human services, school social work, social ecology, or family relations.

**EXPERIENCE:****Youth Challenge Academy Advisor 9**

No specific type or amount is required.

**Youth Challenge Academy Advisor 10**

One year of professional experience as a member of a case management team or providing counseling or other services to at-risk, delinquent, or neglected youth equivalent to a Youth Challenge Academy Advisor 9.

**Youth Challenge Academy Advisor P11**

Two years of professional experience as a member of a case management team or providing counseling or other services to at-risk, delinquent, or neglected youth equivalent to a Youth Challenge Academy Advisor, including one year equivalent to a Youth Challenge Academy Advisor 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Must be able to plan and implement intervention programs for resident cadets in the areas of substance abuse prevention, sex education, pregnancy, and STD awareness, coping skills and crisis/anger management. Desire candidate to have familiarity or knowledge of military protocol and organization structure.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

NECESSARY SPECIAL REQUIREMENTS: Willingness to submit to a background investigation.

*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.

This PD is a current, accurate representation of the duties assigned to the position.

***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