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|  |  | |  |  | | --- | --- | | |  | | --- | | 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)** | |  | Children's Services Administration | | **4. Civil Service Position Code Description** | **10. Division** | | Youth Specialist Supervisor-1 | Juvenile Justice Programs | | **5. Working Title (What the agency calls the position)** | **11. Section** | | Youth Specialist Supervisor 11 - Shift Supervisor |  | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | VACANT; YOUTH RESIDENTIAL DIRECTOR-3 |  | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | | ; SOCIAL SERVICES DIVISION ADMIN | 400 Rose St. Mt. Clemens, MI. / Varying 8 hour shifts and rotating days | | |  | | |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | |  | | --- | | The Youth Specialist Supervisor (YSS) 11 position functions in a supervisory capacity at the Michigan Youth Training Center (MYTC), providing direct supervision for the Youth Specialist 7,8, E9 staff.  The duties may vary according to the shift, and may include supervision of the intake operations during the shift, and supervision of other intake personnel.  The YSS participates in the selection and training of new staff, and are responsible for evaluations and corrective action of staff, as well as tracking inventory. | | | |  | |  |  |  |  | | | |  |

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|  |  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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** | | Intake Operation. | | | | **Individual tasks related to the duty:** |  |  | | * Coordinates activities of the intake office throughout the shift. * Ensures that all shifts are covered. * Schedules staff for as overtime coverage as needed. * Maintains accurate overtime records. * Coordinates transportation, staff call-ins and late attendance to duties until additional coverage can be secured. * In conjunction with intake staff and program managers, coordinates youth admissions and releases, inputs youth admissions and releases on an automated information system, ensures that waiting lists are current, ensures timely medication dispensing, maintains inventory of intake equipment, directs intake staff in daily operation. * Reviews intake policy and practices. * Reviews electronic monitoring systems to ensure proper monitoring of youth. | | | | **Duty 2** | | | | **General Summary:** | **Percentage:** | **35** | | Facility Operation. | | | | **Individual tasks related to the duty:** |  |  | | * In the absence of management staff assumes supervisory responsibility for all program areas. * Oversees youth activities and directs staff to ensure program operation.  Ensures staff compliance with agency policies and expectations, taking immediate corrective action or documentation for management staff, as the situation requires. * Contacts on-call administrator for authorization or direction when needed. * Initiates action including staff reassignment in the case of medical emergency or other critical incident. * In the absence of management staff coordinates and directs AWOL searches. * Properly documents incidents and communicates with supervisory staff. * At a minimum visits all residential and detention areas at the beginning, midpoint and the end of the shift. * Holds keys to the medication cabinets and has access to controlled substances. | | | | **Duty 3** | | | | **General Summary:** | **Percentage:** | **25** | | Supervisory. | | | | **Individual tasks related to the duty:** |  |  | | * Provides ongoing supervision to intake and assigned staff and directs the agency work force in the absence of management staff. * Executes administrative procedures, policies and directions and alerts management to youth and staff concerns as well as those of visitors, community members and other professionals that contact B.P.C. when management is unavailable. * Participates in the selection and training of new staff including the certification of staff in various client service related skills. * Counsels, evaluates and disciplines staff. * Participates in labor management activities as needed. | | | | **Duty 4** | | | | **General Summary:** | **Percentage:** | **5** | | Behavior Management Authorization. | | | | **Individual tasks related to the duty:** |  |  | | * Responsible for supervisory approvals required by behavior management policy. * In the absence of management staff ensures adherence to and proper documentation of agency behavior management procedures including suicide prevention precautions. * Views and approves daily extensions and administrative reviews as well as expectations preceding re-entry of youth to group process. * Contacts on-call administrator to explain the need for and request extension of mechanical restraint beyond two hours or youth seclusion beyond 24 hours. * Completes all required forms. * Approves use of and reviews need for physical restraint equipment and secure isolation beyond three hours. * Properly documents decision and communicate action to management staff or on-call administrator. | | | | | | | | | | |  |
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|  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.** | | |  |  | | |  | | --- | | * Shift coverage. * Intake Assignment. * Overtime coverage not requiring additional staff. * Short term use of mechanical restraint devices, room seclusion. * Treatment decisions. * Suicide precautions and review. * Crisis intervention. | | | | | | | | |  |
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|  |  |  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **17. Describe the types of decisions that require the supervisor's review.** | | |  |  | | |  | | --- | | * Overtime requiring additional staff. * Extended use of restraint, restraining devices, room seclusion. * Suicide watch. * Staff discipline. | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | |  | |  | | --- | | **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.** | | |  |  | | |  | | --- | | * Physically restraint either male or female juveniles exhibiting physically aggressive acting out behavior. * Physically pursue and apprehend male and female youth attempting to AWOL from custody. * Operate a motor vehicle. | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **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** | | |  | |  |  |  | |  | |  | | --- | | At least two Youth Specialist positions | |  | |  |  |  | | | | | |  |
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|  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):** | | | | | | | | | | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Complete and sign service ratings. | |  | |  | | --- | | Y | |  | |  | | --- | | Assign work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Provide formal written counseling. | |  | |  | | --- | | Y | |  | |  | | --- | | Approve work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  | | --- | | Y | |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Approve leave requests. | |  |  | |  | | --- | | Review work. | |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Approve time and attendance. | |  | |  | | --- | | Y | |  | |  | | --- | | Provide guidance on work methods. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Orally reprimand. | |  | |  | | --- | | Y | |  | |  | | --- | | Train employees in the work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?** | | | |  |  | |  | |  | | --- | | Yes. | | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **23. What are the essential functions of this position?** | | | |  |  | |  | |  | | --- | | Direct supervision for the Youth Specialists in the JJ facility. | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | | | |  |  | |  | |  | | --- | | New position | | | | | | | | |  |
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|  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | | | |  |  | |  | |  | | --- | | * Secure residential setting for detention and treatment of court supervised juveniles and/or state ward juveniles. * Provides round the clock supervision and management of staff and program. | | | | | | | | | |  |
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|  |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **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 work, sociology, psychology, family ecology, family and/or child development, counseling and guidance, criminal justice, community services, family studies, counseling psychology, human services, education, early childhood education, secondary education, or special education. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **EXPERIENCE:** | | |  |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | **Youth Specialist Supervisor 11** Four years of experience equivalent to a Youth Specialist, including two years equivalent to a Youth Specialist E9 or one year equivalent to a Youth Specialist 10. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **KNOWLEDGE, SKILLS, AND ABILITIES:** | | | |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | As listed on the Civil Service job specification. In addition:   * Understanding of agency practices, delinquent population related legal requirements and possesses crisis management skills. * Understanding of related labor contract requirements. * Must be willing to become computer literate.   *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:** | | | | |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | None | | | | | | | | |  |  |  |  |  |  |  | |  | |  | | --- | | ***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*** | | | | |  |  | |  |  |  |  |  |  |  | | | | | | | | |  |
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|  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  | |  | | --- | | ***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** | |  | |  |  |  |  |  | | | | | | | | |  |
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|  |  |  |  |  |  |  |  | |  | | --- | | **TO BE FILLED OUT BY APPOINTING AUTHORITY** | |  |  |
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|  |  |  |  |  |  |  | |  |  |  | | --- | --- | --- | |  |  |  | |  | |  | | --- | | **Indicate any exceptions or additions to the statements of employee or supervisors.** | |  | |  |  |  | |  | |  | | --- | | N/A | |  | |  |  |  | | | |  |
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