

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) Bureau of Juvenile Justice
4. Civil Service Position Code Description Youth Group Leader-E	10. Division Juvenile Justice Programs
5. Working Title (What the agency calls the position) Youth Group Leader - E	11. Section Michigan Youth Treatment Center (MYTC)
6. Name and Position Code Description of Direct Supervisor VACANT; SOCIAL SERVICES DIVISION ADMIN	12. Unit
7. Name and Position Code Description of Second Level Supervisor STOHRER, HOLLY L; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 400 N. Rose Street, Mt. Clemens, MI. / 8:00 - 5:00
14. General Summary of Function/Purpose of Position Works collaboratively with community and agency professionals. Provides leadership to staff and team. Attends team meetings. Provides leadership for delivery of individual group and family-oriented services to residents of the institution. Identifies, locates, schedules perform, and/or attends training for facility staff.	

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: 30

Treatment Coordination-plan for youth in short term detention or residential treatment. Lead and record group meetings and document as required both on paper and through the MiSACWIS automated information system.

Individual tasks related to the duty:

- Develop an individualized treatment plan for each youth using:
 - Initial Treatment Plan format(s) completed within 30 days of youth's admission based on the Initial Needs Assessment and Service Plan as well as initial assessment(s) by agency staff.
 - Quarterly update treatment plans using the Updated Treatment Plan format(s) based on information collected from the treatment team, youth, family and other clinical and support staff. develop release plans:
 - Includes identification of ongoing needs and recommendations for additional services.
 - Includes relapse prevention and community and/or victim restoration plans
 - Meets all reporting requirements for youth that are sex offenders.
- All required reports must be turned in on or before due dates. Circumstances that may prevent this must be reported to the clinical director prior to the due date.
- Input all necessary information into the MiSACWIS system in a timely manner.

Duty 2

General Summary:

Percentage: 30

Communication and Treatment Coordination-knowledge and application of detention and/or treatment. Maintains liaison with community re-integration and staff team.

Individual tasks related to the duty:

- Daily verbal and written communication with the treatment team.
- Attendance at weekly treatment team meetings (90 minutes).
- Quarterly, or more often as needed, group leader contact with the JJS.
- Make referral for specialized treatment and/ or services.
- GL initiated contacts with other clinical or support staff, quarterly or more often as needed.
- Attendance at and input to team development meetings as needed.
- Represent agency at youth progress review and de-escalation court hearings.
- At 30 days and quarterly, share initial and updated treatment plans with team, youth, and family.
- A week prior to a scheduled vacation (four or more consecutive days) submit to supervisor a coverage plan indication possible group meeting time activities, arranged or needed staff assistance and significant case management events such as scheduled hearings.
- Assist with coverage of GL absences.
- Assist with team meeting coverage.

Duty 3

General Summary:

Percentage: 30

Treatment Delivery.

Individual tasks related to the duty:

- Lead daily youth group counseling sessions between 3:00 p.m. – 5:00 p.m. daily, five days a week. Adjustments in this schedule can be made for specified reasons, on a limited basis with the approval of the Clinical Director (Youth Residential Director).
- Prior to the pay period submit a daily schedule of group meeting curriculum and/or activities for the coming pay period to the clinical supervisor, no later than the Thursday prior to the pay period. After the pay period submit a schedule of the actual activities and curriculum that occurred during group meetings, no later than the first Tuesday after the pay period.
- Development and maintenance of a group culture.
 - In depth problem solving and treatment work focusing on individual youth, including but not limited to:
 - Stages of Treatment:
 - Orientation to goals of each stage and explanation of behavior expectations for each stage.
 - Assignment and review of activities to help youth meet the goals and expectations of each stage.
 - Treatment interventions.

- Assessment of progress.
- Didactic information sharing for skill building.
 - Behavior cycle model.
 - Relapse prevention.
 - A.R.T. (Aggression Replacement Training) or substitute curriculum that has been approved by team and clinical manager.
 - Victim empathy curriculum.
 - Substance abuse.
 - Other social skill development.
- Emotive interventions for trauma resolution and victim empathy.
- Planning and documentation of group counseling sessions.
- Youth and group interactions in the milieu.
 - Assist team members with supervision and management of youth as needed, including participation in staff restraints of acting out youth.
 - Role model, teach, and assist Youth Specialists and other staff in using daily living opportunities to help youth learn and practice pro-social behaviors and to make connections to treatment goals.
 - Complete initial and follow up suicide and self-harm risk assessments.
 - Complete other assessments as needed.
- Family Work.
 - Engagement.
 - Group Leader initiate contact prior to admission or within 24 hours of Group Leader return to work after arrival of new youth.
 - Group Leader initiated contact with each family, a minimum of once a month. Documenting each contact.
 - Arrange family visitation with the goal of at least one face to face contact per month for 70% or more of youth.
 - Group Leader will allow families at least 1.5 hours from appointment time to arrive.
 - Assessment and intervention.
 - Conduct family sessions.
 - Educate family about the youth's treatment program and keep them informed of progress and significant events.
 - Develop family treatment goals and assist the family in meeting them.
 - Discuss aftercare options with the family.
- Documentation of family work.
 - Complete and share with supervisor a genogram on or before the due date of the first quarterly update.
 - Report frequency and type of family involvement.
 - Maintain notes other than logging.
 - Log all family meetings.
- Professional and skill development.
 - Continuous professional growth and development of clinical skills.

- Annually set performance and training goals.
- Participation in mandatory and voluntary training opportunities.
- Use of consultant as available.
- Active participation in weekly team meetings.
- Participation in clinical supervision.

Duty 4

General Summary:

Percentage: 10

Training

Individual tasks related to the duty:

- Identify, locate, and schedule training to meet licensing rules, facility policy, and prevailing treatment needs as identified.
- Attend, perform, and/or monitor training sessions.
- Record and report training as required by licensing rules and facility policy.

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

This position makes complex treatment recommendations and decisions that are referred by entry level treatment staff, such as how to work with specific families that have not responded to standard intervention; what type of group initiatives that are needed for remedial, specific, and dysfunctional conditions, eluding resolution; what type of safety factors must be observes, and which family members should be included in a youth's individualized therapy.

Person's affected include entry level group leaders, youth specialists, youth, a youth's family and resources allocated for on and/off campus interventions.

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

Identify prevailing training needs.

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.

Work is performed with up to ten juvenile delinquents at a time in high secure setting.

The employee is considered a direct care staff and is responsible for physically and mechanically restraining youth; The employee must be in good physical health.

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?

Works collaboratively with community and agency professionals. Provides leadership to staff and team. Attends team meetings. Provides leadership for delivery of individual group and family-oriented services to residents of the institution. Identifies, locates, schedules perform, and/or attends training for facility staff.

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?

MYTC is a juvenile justice facility for adjudicated youth. This position functions as a Youth Group Leader responsible for collaborating with community and agency professionals, delivering individual and group therapy, and providing and maintaining family oriented services to residents. The YGL must also identify, locate, schedule and/or perform training for the facility staff.

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

EDUCATION:

Possession of a bachelor's or master's degree with a major in social welfare, social work, sociology, psychology, family ecology, family and child development, counseling and guidance, or criminal justice.

EXPERIENCE:

Youth Group Leader 9

No specific type or amount is required.

Youth Group Leader 10

One year of professional experience coordinating diagnostic services of a treatment team and providing counseling to delinquent or neglected youth equivalent to a Youth Group Leader 9.

Youth Group Leader P11

Two years of professional experience coordinating diagnostic services of a treatment team and providing counseling to delinquent or neglected youth equivalent to a Youth Group Leader, including one year equivalent to a Youth Group Leader 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Please refer to the Civil Service Job Specification.

- Knowledge of the problems and behavior patterns of delinquent youth.
- Knowledge of the group treatment process.
- Knowledge of delinquent sub-culture.
- Knowledge of group dynamics and sensitivity to individual members of a group.
- Ability to affect attitudinal and behavioral changes in youth.
- Ability to relate to youth and gain their respect and confidence.
- Must be able to interact with both male and female juveniles possessing emotional and/or social deficits.
- Must be able to communicate and work cooperatively with a variety of other professional disciplines.
- Must be computer literate.
- Ability to maintain records, and prepare reports and correspondence related to the work.
- Ability to maintain favorable public relations.

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.

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.

CANDACE EWING

4/10/2025

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