

STATE OF NEBRASKA CLASS SPECIFICATION
YOUTH COUNSELOR SUPERVISOR

EST: 12/77 – REV: 06/09
CLASS CODE: V72483

DESCRIPTION: Supervises subordinate Youth Counselors and performs advanced professional counseling. Assists in coordinating continuing programs for youth housed in a Youth Rehabilitation Treatment Center. Receives minimal supervision through meetings and reports with the immediate supervisor; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: This is the third classification level of the Youth Counselor class series. Positions in this class, on a regular and on-going basis, perform work as a supervisor of 3 or more Youth Counselor I's and/or II's.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Plans, assigns, directs and evaluates the work of Youth Counselors including recommending personnel actions related to selection, promotions, disciplinary procedures, performance, grievance dispositions and work assignments to ensure efficient and effective accomplishment of the work.

Trains staff in agency and facility policies, processes, rules and regulations to improve and maintain job performance levels of employees. Ensures all required staff training is complete.

Reviews assessments and treatment plans prepared by Youth Counselors to ensure appropriate services are identified for utilization.

Oversees youth assigned to a Youth Rehabilitation Treatment Center to ensure security, health and safety needs have been met.

Oversees youth treatment services including assessment, classification, coordination and evaluation of available resources.

Resolves problems relating to the implementation of individualized treatment plans, coordinates treatment objectives with other activities.

Conducts individual/group therapy sessions with youth as necessary.

Conducts interviews with youth and performs research on youth history and background to collect data for classification studies.

Communicates with parents, legal professionals, Juvenile Service Officers and other social and state agencies.

Promotes community understanding and acceptance of community-based programs through personal contact with business and community.

Assures thoroughness and accuracy of counseling services provided to youth.

Reviews organization functions and recommends to the immediate supervisor more effective methods and programs.

Participates in parole discharge planning.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: the principles and techniques of supervision; the principles and practices of treatment and guidance of rehabilitating delinquent youth; crisis intervention techniques and procedures; good counseling techniques as they relate to facility treatment modality; human behavior, attitudes and motivation; agency and facility policies, procedures, rules and regulations.

Ability to: manage human resources; coordinate assignments and workloads; plan, assign, direct and evaluate the work of subordinate staff; communicate effectively both in writing and orally with a wide range of persons, including youth, staff, peers, administrators, parents and other professionals; exercise maturity, objectivity and sound judgment; operate within established policies and procedures; observe and understand human behavior.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral and/or performance examinations or other means of evaluations.)

Knowledge of: the principles and techniques of supervision; basic counseling techniques and procedures; programs and opportunities open to youth who have been assigned to a Youth Rehabilitation Treatment Center; agency and facility policies, procedures, rules and regulations; counseling methods and techniques; the principles of individual and group interaction; crisis intervention techniques.

Ability to: instruct, supervise and direct staff; communicate effectively both orally and in writing with a wide range of people in varying situations; interact with youth from a variety of socio/economic cultural and educational backgrounds; observe and understand human behavior; apply problem solving techniques to a variety of different circumstances.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, abilities, and skills. A general qualification guideline is a Bachelor's degree in the areas of criminal justice, behavioral sciences, human services or other major study in one of the social sciences AND three years experience in working with youth committed to a Youth Rehabilitation Treatment Center.