

**DESCRIPTION:** Under direct supervision, provides overnight custody and supervision of juveniles located at a 24-hour state facility/ward where duties assigned are routine in nature and are performed according to pre-determined instructions; maintains a secure, safe and clean environment and implements safety protocols; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first classification level of three in the Youth Security Specialist class series. Positions in this class supervise youth during overnight shifts at a 24-hour state facility/ward. The Youth Security Specialist II class works at the full performance level providing therapeutic activities, residential care and supervision of youth primarily during the day and evening hours.

Positions allocated to the Youth Counselor class series perform treatment planning, coordination and counseling of youth.

**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.)

Monitors the safety and security of assigned youth during overnight hours through enforcement of facility security policies and procedures. Utilizes learned safety techniques as necessary.

Provides therapeutic activities and assistance to youth as defined in the individual treatment plan.

Performs scheduled tasks related to housekeeping and upkeep of cottage/living unit. Cleans spills using infection control practices.

Maintains various records relative to the Center including employee time sheets, juvenile physical count, behavior observations, etc.

Responds to crisis situations as needed, including runaways and sleep disturbances with individual youth.

Responds to facility emergencies (tornado warnings, fire alarms, bomb threats) and follows necessary, pre-established emergency procedures.

Records any significant incidents and behavior occurring with youth.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: first aid; basic sanitation; personal hygiene; human development; adolescent psychology; basic counseling and crisis intervention techniques.

Skill in: organizing and prioritizing one's own work; communicating to relay information to staff, management, family members/guardians and youth; listening to and understanding information received; being aware of others' actions and reactions.

P76751 – YOUTH SECURITY SPECIALIST I (continued)

Ability to: learn and follow facility policies, rules and regulations; learn and apply security measures; intervene in crisis situations while maintaining the safety of youth and staff; perform housekeeping and maintenance duties in accordance with health standards; document and maintain accurate records; lift, push, pull or bend to assist youth in meeting their needs and maintaining safety.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of the qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Must be at least 21 year of age and possess a high school diploma or equivalent education.

**SPECIAL NOTES:**

Positions in this class may require an employee to possess a valid driver's license and provide a passenger vehicle with adequate liability insurance, or the ability to provide independent authorized transportation.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).