

DESCRIPTION: Supervises subordinate youth direct care staff 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:

N/A

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 direct care staff 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.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These 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.

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

Bachelor's degree criminal justice, behavioral sciences, human services or a related field AND two years' related experience, such as providing patient or youth care, or rehabilitation/treatment services in a residential setting, treatment, or correctional program. Experience can be substituted for education on a year for year basis.

SPECIAL NOTES:

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).