

York County Job Description

Job Title: Part-Time Youth Counselor

Revision Date: 11/13/12

Status: Non-Exempt

Full time **Part time**

Department No. 33

Department Name: Youth Development
Center

Reports to: Shift Supervisor

Supervisors Name:

POSITION SUMMARY

This is specialized work concerned with the temporary staff secure care of delinquent and/or dependent youth. An employee in this class supervises a group of delinquent and/or dependent youth in work, recreational, or educational activities. Duties are varied and include individual and group processing, maintaining constructive discipline, and providing intervention and redirection. Work is performed under the supervision of a shift supervisor and is reviewed for conformance to accepted departmental and institutional policies and procedures through evaluation of performance results.

ESSENTIAL REQUIREMENTS

- A minimum of a High School Diploma with an associate's degree or 60 credit hours from an accredited college or university preferred.
- Must have child abuse and criminal history clearances in accordance with 23 P.A.C.S. §§ 6301-6385 and Chapter 3490.
- Must be physically able to provide Safe Crisis Management (SCM) techniques.
- Must possess the ability and willingness to handle difficult situations that may require physical intervention/control of youths who are violent and aggressive.
- Ability to manage hostile, aggressive youths by performing Safe Crisis Management techniques and protocol.
- Must have an understanding of accepted principles and practices of adolescent development and the ability to apply such techniques and theories in practice.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability to deal tactfully with personnel, residents, public or private agencies personnel, and the general public, and must demonstrate excellent interpersonal skills.
- Must pass a physical health examination prior to employment and every 2 years thereafter
- Some knowledge of casework process and group work principles and methods especially as related to services to delinquent and dependent youth.
- Must possess a valid Driver's License.
- Must pass CPR / First Aid & AED certification.
- Must be able to effectively read, write, speak, and understand the English language.

ESSENTIAL DUTIES, AND RESPONSIBILITIES

- Ability to work and communicate with youth.
- Actively supervises youth in work, recreational and educational activities and participates in their instruction and ensures proper conduct of Youth during work, recreational, and educational assignments.
- Gives basic instruction in work, recreation, and housekeeping activities.
- Ability to engage in work activities and recreational programs.
- Assist in the development and implementation of the individual service plan in accordance with DPW regulations and agency policy and procedure.

- Ability to observe, understand and report behavioral problems of youth and administer or recommend corrective actions.
- Ability to establish and maintain effective working relationship with youth, staff workers, and general public in a professional manner.
- Prepare detailed documentation.
- Supervises delinquent and dependent youth.
- Stimulates interest and cooperation in individual and group activities and observes youth behavior to prevent disturbances and maintains safety and security at all times.
- Participates in immediate intervention, redirection, and counseling to youth.
- Participates in the physical restraint and management of hostile and aggressive youth.
- Administers or recommends disciplinary measures in situations requiring immediate action; reports serious problems for investigation and corrective action. Must report all serious problems for investigation to the appropriate authorities.
- Make recommendations to the facility case manager.
- Performs initial intake assessment including medical health screening at the direction of the facility medical staff.
- Must report any arrests, convictions, or infractions of the law to the facility Director.

Other reasonable duties as assigned by Supervisor, Assistant Director and/or Director.

Requirements are representative of minimum knowledge, skills, and abilities. To perform this job successfully, the incumbent will possess the ability or aptitude to perform each duty *proficiently*, and comply with County policies and procedures, as outlined in the County Employee Handbook.

NON-ESSENTIAL DUTIES

(Additional duties that are required, although may be assigned to another employee due to special circumstances applicable to the employee.)

None

PHYSICAL AND MENTAL JOB REQUIREMENTS

Job Title: Youth Counselor

Please check those items that apply to the *essential job functions* of the job title listed above. Each category **must** be completed.

1. Schedule

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Full-Time | <input checked="" type="checkbox"/> Day Shift | <input checked="" type="checkbox"/> Weekends (As needed) |
| <input type="checkbox"/> Part-Time | <input checked="" type="checkbox"/> Evening Shift | <input checked="" type="checkbox"/> Overnight |

2. Supervision Level

- Extremely Close Supervision
- Moderate Supervision
- Minimal Supervision

3. Initiation of Work

- Supervisor Will Direct to Next Task
- Initiation Helpful, but Not Necessary
- Must Initiate Own Work

4. Independence

- Supervisor Will Cue on a Frequent Basis
- Ability to Complete Assignments with Moderate Oversight Required
- Ability to Complete Assignments with Little Oversight Required

5. Work Routine

- Routine Never Varies; Structure is Tight
- Occasional Routine Change; Generally Planned in Advance
- Routine Changes Often; Little Structure to Task Sequence

6. Rate of Work

- Fast Pace
- Moderate Pace
- Slow Pace

7. Following Directions

- Full Understanding of Both Written and Verbal Instructions Required
- Understanding of Verbal Instructions Only Required
- Understanding of Written Instructions Only Required

8. Communication - English

- Excellent Verbal Communication Skills Necessary
- Basic Verbal Communication Skills Necessary
- Limited or No Verbal Communication Skills Necessary

9. Functional Reading - English

- | | |
|--|---|
| <input checked="" type="checkbox"/> Fluent Reading | <input type="checkbox"/> Recognition of Signs/Symbols |
| <input type="checkbox"/> Simple Reading | <input type="checkbox"/> No Reading Skills Required |

10. Hearing

- Ability to Hear Required
- Hearing Not Required

Seeing

- 20/20 Vision with Corrective Eyewear
- Limited Vision

Vision Not Required

11. Functional Math

- Complex Computational Skills (Accounting and Financial Skills)
- Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
- Simple Counting Skills
- No Mathematical Skills Needed

12. Interaction with Customers

- High Visibility, Frequent Interaction Required
- High Visibility, Infrequent Interaction Required
- Low Visibility, Frequent Interaction Required
- Low Visibility, Infrequent Interaction Required
- No Interaction Necessary

13. Appearance Requirements

- Compliance with Employee Dress Code Required
- Compliance Not Required due to Nature of Job

14. Time

- Must Tell Time to the Minute
- Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

15. Orientation (Familiarity with Surroundings)

- Work Area
- Building Only
- Room Only
- Several Blocks From Building

16. Mobility Skills

- Mobility Within the Building
- Mobility Within a Four-Block Radius
- Driving Required

17. Sitting

- 75% - 100%
- 25% - 50%
- 50% - 75%
- Less than 25%

Standing

- 75% - 100%
- 25% - 50%
- 50% - 75%
- Less than 25%

18. Bending

- Knees and Waist
- Knees Only
- Waist Only
- No Bending Required

19. Lifting

- Greater than 30 lbs.
- 10 - 30 lbs.
- Less than 10 lbs.
- No Lifting Required

20. Reaching

- Greater than 6 Feet
- 2 - 6 Feet
- Less than 2 Feet
- No Reaching Required

These statements are intended to describe the nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of the job incumbents.