

IRPT Youth Specialist

Position Description

**Status**

Irregular Part-Time

Reports to

Youth Specialist Supervisor

Compensation

B22 – First Step

Supervises

none

Bargaining Unit

n/a

Position Category

Specialist

Summary

Supervises residents and ensures them a safe and secure environment. Activities include processing resident intakes and discharges, supervising recreational activities, teaching proper hygiene and conduct, monitoring resident behavior, intervening in crisis situations and documenting incidents and resident interaction.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Maintains facility security by monitoring residents' activities, observing conduct, behavior and attitude, conducting regular room/bed checks. Investigating incidents and informing appropriate persons of incidents.
2. Interacts with residents individually and in group setting to discuss personal problems, facility rules and regulations, and to teach proper conduct.
3. Reacts to crisis situations, such as unruly behavior and fighting, intervening in an appropriate manner. Restrains residents when required for their safety. Evaluates suicidal or AWOL behavior and closely monitors residents exhibiting those tendencies.
4. Dispenses medication to residents in accordance with the physician approved prescriptions, logs medication, dispenses and ensures medications are secured. Provides basic first aid as necessary. Assesses injuries and illnesses and determined need for medical care in accordance with program guidelines.
5. Supervises residents to ensure compliance with facility rules. Addresses noncompliant behavior by coaching and teaching approved theory and therapy techniques. Support youth with emotional and social development, encouraging understanding of others and positive self-concepts.

6. Processes resident intake. Documents all required resident personal information. Conducts personal searches of residents. Logs all resident personal items and stores any items not allowed in the detention center away from residents until they are no longer living at the detention center. Orients new residents and parents to the facility; explaining the philosophy, policies, procedures and program rules.

Other Functions

1. Assists residents with school assignments and provides basic tutoring.
2. Assists residents with basic hygiene and living skills.
3. Supervises and participates in recreation activities with the residents.
4. Supervises and maintains order during visitation hours on the unit.
5. Maintains behavior logs and reports of incidents for residents.
6. Assists in the Juvenile Center kitchen as needed.
7. Provides transportation for residents as needed.
8. Attends and actively participates in staff meetings.
9. Performs other tasks as assigned by the supervisors, Assistant Director and Director of the secure detention unit.

Competencies

Competencies are listed below.

- | | |
|---------------------------------------|------------------------------------|
| • Customer Focus | • Communication (Written & Verbal) |
| • Teamwork | • Planning / Time Management |
| • Process Focus / Attention to Detail | • Decision Making & Judgement |
| • Goal / Results Oriented | • Analysis & Problem Solving |

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This position is performed in close proximity to residents and may include interaction with physically aggressive or violent residents, residents armed with a variety of homemade weapons, exposure to resident body fluids (possibly containing disease agents or blood borne pathogens) and exposure to a variety of foul odors

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Ability to physically restrain assaultive persons; lift, carry, and otherwise assist injured persons; climb stairs, ladders, fences, and other obstacles; walk and run over all types of terrain; stoop, kneel, or crawl; ability to withstand periods of prolonged standing.

Travel

Travel is required throughout the County.

Required Education and Experience

1. Two years of college (30 semester hours) towards a social science or human services related degree is required OR High School Diploma / GED Equivalent with two years of work experience in a child / adolescent care facility or closely related setting.
2. Bachelor's degree in a social science or human services field is preferred.
3. Current unencumbered Michigan Driver's License with no more than one traffic violation in the last 12 months.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____Date_____