

GVRC - YOUTH SPECIALIST

GENERAL STATEMENT OF DUTIES: Performs a variety of tasks involved in the supervision, care and guidance of neglected and delinquent youths residing at the Genesee Valley Regional Center. Processes resident admissions and releases. Works under the direction of a supervisor.

STATEMENT OF TASKS:

Supervises resident peer groups and/or individual youth to ensure the health, safety and security of both residents and staff;
Participates in team discussions and team decisions related to client care;
Admits residents into the facility and orients them to rules, regulations and routines;
Disciplines residents using prescribed procedures;
Instructs and assists residents in personal hygiene, dress and grooming;
Escorts residents to meals, school, and other scheduled events on time;
Maintains a safe, secure environment through the appropriate use of security systems;
Assists in facilitating resident group meetings;
Supervises and participates in resident's recreational activities;
Observes residents for signs of illness or emotional disturbance and makes reports as needed;
When directed, assists in searches for escapees/runaways from the facility and physically restrains residents in order to prevent an escape;
Issues supplies when needed;
Utilizes a computer or word processing machine to prepare and maintain records and reports as needed;
Administers medicine and special care of ill residents as instructed;
Performs relatively simple clerical duties;
Serves meals and snacks as required.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of residents' needs, habits and characteristics of behavior;
Ability to counsel, instruct and control residents;
Ability to follow oral and written instructions;
Ability to prepare and present oral and written reports to supervisors;
Ability to communicate effectively with others;
Ability to utilize a PC or other word processing machine;
Ability to successfully complete annual physical restraint training;
Ability to operate a motor vehicle safely;
Ability to attend work regularly and work under stressful conditions.

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Page 2

MINIMUM QUALIFICATIONS:

Sixty (60) semester hours of college; -OR- Thirty (30) semester hours of college AND one year experience in the supervision of residents in an institutional facility; -OR- High school diploma and two (2) years experience in the supervision of residents in an institutional facility.

SPECIAL REQUIREMENTS:

Must successfully complete physical restraint training on an annual basis.
Possession of a valid State of Michigan Driver's License.

Established: July 10, 2002
Revised: January 11, 2005
Revised: April 4, 2011



Human Resources Director