

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV38606</b>
<b>Job Class Code:</b>	<b>660</b>	<b>Salary Schedule:</b>	<b>ASRYOUTH</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>16A</b>
<b>Workers Comp Code:</b>	<b>7720</b>		

<b>Job Code Established:</b>	<b>05/20/91</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Youth Program Officer Series

**JOB CODE TITLE:** YOUTH PROGRAM OFFICER I

**HRIS TITLE:** YOUTH PRG OFFICER I

**CHARACTERISTICS OF THE CLASS:** Under close supervision or lead from higher level program officer, provides basic direction and guidance as a member of a care and treatment team in an institution or community-based rehabilitation program; assists in organizing, implementing and conducting diversified rehabilitation programs. Areas of assignment include paraprofessional diagnostic counseling, institutional treatment and recreation. Performs related work as required.

**EXAMPLES OF DUTIES:** Performs a variety of duties involving facilitation of individual or group, crisis intervention, and recreation. Processes youth into facilities. Interview youths and families. Compiles social histories and writes social summaries. Compiles and summarizes personal histories. Prepares case reports, including recommendations and submits for review. Supervises youth during visitation, recreation, unit programming, and agencies' interviews. Plans, organizes, supervises, and instructs in a diversified physical fitness and recreation program consisting of individual assessments, group/team activities, and physical education curriculum and physical fitness program development. Encourages youth in a program of individual and group activities of a physical, social, and cultural nature. Provides supervision of recreational activities. Follows security regulations. Assists in maintaining recreational areas and equipment. Participates in establishing and maintaining a safe and orderly recreational environment. Maintains logbooks, evaluation forms and other documentation. Attends staff meetings regarding youth rehabilitation and progress. Participates in discussions and problem-solving processes; and other related duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** rules and regulations, policies and procedures, programs and activities established by the agency. Knowledge of youth developmental needs. Dynamics of human behavior and crises intervention; principles and general practices of casework, paraprofessional counseling; group social activities, and health and physical education; and facilities and equipment used in a broad recreational program.

**Skills/Ability to:** conducting interviews assessing needs of youth; providing constructive social adjustment programs; compiling and maintaining case summaries and records; recreational programs/activities; interpersonal relationships; oral and written communication; effectively communicate with youth and coworkers; perform individual and group paraprofessional counseling and assessments; analyze situations and take effective actions; and motivate and maintain youth interest in rehabilitation and recreational programs and activities.

**SPECIAL SELECTION FACTOR:** One year of experience as a Youth Corrections Officer I or equivalent; OR one year of experience working with youth in organized activities or programs. 30 semester hours applicable toward a degree in social, behavioral or recreation sciences will substitute for one year of the required experience.