

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV38607
Job Class Code:	660	Salary Schedule:	ASRYOUTH
EEO Category:	02	Grade:	18A
Workers Comp Code:	7720		

Job Code Established:	05/20/91	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Youth Program Officer Series

JOB CODE TITLE: YOUTH PROGRAM OFFICER II

HRIS TITLE: YOUTH PRG OFFICER II

CHARACTERISTICS OF THE CLASS: Under general supervision, is responsible for conducting youth rehabilitation program within a facility. Areas of assignment include paraprofessional diagnostic program, institutional treatment program, or recreational programs.

EXAMPLES OF DUTIES: Supervises youth assigned to unit programming. Identifies more serious behavioral for appropriate referral. Makes recommendation for parole or placement. Work with a varied group of youth in an institutional or community setting. Conducts individual or group paraprofessional counseling sessions. Initiates contacts with parents, legal guardians, parole officers and other agencies. Identifies progress and problem areas. Develops intervention plans. Evaluates and recommends rehabilitation programs and recreational programs for youth. Schedules attendance for diagnostic reviews, special discussions, or quarterly reviews with Superintendent. Plans, supervises, and instructs in a diversified physical fitness and recreation program, which includes individual assessments, group/team activities, and physical education curriculum development. Monitors and evaluates recreational programs on a regular basis to assess effectiveness against agency goals and objectives. Supervises recreational activities in accordance with institutional policies. Observes youth participating in or observing recreational activities. Maintains security, order and discipline. Ensures that recreation facilities and equipment are maintained in a clean, safe and orderly condition. Initiates contact with parents, legal guardians, parole officers or other agencies. Assesses progress and identifies problem areas.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of rules and regulations, policies and procedures, programs, and activities established by the agency. State juvenile justice system. Developmental needs. Dynamics of human behavior and crises intervention; principles and practices of casework and paraprofessional counseling; group social activities, and health and physical education; and facilities and equipment used in a broad recreation program.

Skills/Ability to: conducting interviews; assessing needs of youth; providing constructive social adjustment programs; techniques and methods of rehabilitation; compiling and maintaining case summaries and records; recreational programs/activities; interpersonal relationships; oral and written communication; interpret and apply Federal and State laws, rules and regulations, and Agency's policies and procedures governing the security, care and treatment of youth. 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.

Youth Program Officer II

Job Code ACV38607

Selection Factor: Two years of experience as a Youth Corrections II or one year of experience as a Youth Corrections Sergeant or Youth Program Officer I or equivalent; OR three years of experience working with youth in organized activities or programs. 45 semester hour applicable toward a degree in social, behavioral or recreation sciences will substitute for 18 months of the required experience.