

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV38609</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>20A</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 Series

**JOB CODE TITLE:** YOUTH PROGRAM SUPERVISOR

**HRIS TITLE:** YOUTH PRG SPV

**CHARACTERISTICS OF THE CLASS:** Supervises subordinate staff providing treatment, rehabilitative, and/or recreational programs for youth in an institutional or community based program; assigns case files and related work activities; and other work as required.

**EXAMPLES OF DUTIES:** Supervises youth program officers performing rehabilitative and recreational duties in a correctional facility or community program. Assigns, reviews and evaluates staff performance. Plans and implements methods to improve work. Reviews recommendations from staff regarding youths and responds to questions and recommendations raised during personal visits with families and relatives. Responds to requests from agency's officials and other program representatives. Conducts and participates in in-service training and staff development programs. Writes policy and operating procedures for Division, subject to established guidelines. Establishes and maintain work standards. Reviews youth files/records to ensure accurate updated documentation. Monitors incident report processing. Administers and conducts individual assessments, group/team activities, and physical education curriculum development. Monitors and evaluates recreation programs on a regular basis to assess effectiveness against agency goals and objectives. Attends supervisory and management level staff meetings and participates in problem solving and decision-making.

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

**Knowledge of:** rules and regulations, policies and procedures, programs and activities established by the agency. State juvenile justice system. Knowledge of youth developmental needs human behavior, employee motivation and crisis intervention. Principles and practices of casework, 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; recreation programs/activities; interpersonal relationships; oral and written communication; interpret and apply Federal and State laws, rules and regulations as well as the Agency's policies and procedures governing the security, care and treatment of youth. Effectively communicate with youths 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 as a Youth Program Officer III or Youth Parole Officer II or equivalent; OR four years of experience working with youth in organized activities or programs, which must have included two years of supervisory experience. 90 semester hours applicable toward a degree in social, behavioral or recreation sciences will substitute for two years of the required experience.