

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**YOUTH GROUP LEADER MASTERS**

**JOB DESCRIPTION**

Employees in this job complete or oversee a variety of assignments to provide counseling and coordination of diagnostic services of a treatment team to delinquent or neglected youth at a state youth residential facility.

There are four classifications in this job.

**Position Code Title – Youth Group Leader Masters-E**

Youth Group Leader Masters 9

This is the entry level. As a trainee, the employee carries out a range of professional youth group leader masters assignments while learning the methods of the work.

Youth Group Leader Masters 10

This is the intermediate level. The employee performs an expanding range of professional youth group leader masters assignments in a developing capacity.

Youth Group Leader Masters P11

This is the experienced level. The employee performs a full range of professional youth group leader masters assignments in a full-functioning capacity. Considerable independent judgement is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title – Youth Group Leader Masters-A**

Youth Group Leader Masters 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every

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position are included, nor is it expected that all positions will be assigned every duty.

Serves on the staff team, working to create a healthy environment to bring about positive changes in the behaviors, attitudes, and values of youth residing in the facility.

Maintains liaison with community care staff and communicates with parents of youth regarding individual case planning and progress.

Serves as the "central staff person" to the youth group via the group meetings where the youth are taught to identify and solve problems using appropriate social interaction skills.

Maintains daily communication with team members regarding individual and group behavior.

Provides leadership to the staff team in the development of team strategies toward achievement of program goals and objectives.

Provides a confidential communication link between the staff team and the youth group to ensure that youth group requests, recommendations to the team and decisions are clearly communicated.

Represents the staff team at court hearings as requested.

Visits youths' homes; works with youth, family, and juvenile justice specialist to develop a transition strategy.

Provides assistance and cooperates in the training of new team members and new youth group leaders.

Provides assistance to the Center Director in monitoring team effectiveness.

Provides counseling to youths and their families.

Works with the team in coordinating employment experiences for youth in termination status.

Develops and coordinates service projects for youth groups.

Provides assistance in controlling disruptive behavior, which may include physical management and/or de-escalation of residents.

Prepares reports and maintains records regarding progress and related matters on group members, as required.

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Transports youth to medical appointments, family visits, court hearings, recreation, work assignments, programs, other activities, etc.

Performs related work as assigned.

### **Additional Job Duties**

#### Youth Group Leader Masters 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

#### Youth Group Leader Masters 12 (Senior Worker)

Performs on a regular basis professional youth group leader masters assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the problems and behavior patterns of delinquent youth.

Knowledge of the group treatment process.

Knowledge of delinquent sub-culture.

Knowledge of group dynamics and sensitivity to individual members of a group.

Ability to implement the group treatment dynamics and to effect attitudinal and behavioral changes in youth.

Ability to relate to youth and to gain their respect and confidence.

Ability to operate a motor vehicle.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

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### Additional Knowledge, Skills, and Abilities

#### Youth Group Leader Masters 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

### Working Conditions

Employees are subject to the physical and emotional behavior of the youths.

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to work in adversarial situations.

Employees are required to participate in in-service training courses and to satisfactorily complete the course work.

### Physical Requirements

Ability to take and pass a physical screening test measuring strength, agility, and cardiovascular endurance.

### Education

Possession of a master's degree in social welfare, social work, sociology, psychology, family ecology, family and child development, counseling and guidance, or criminal justice.

### Experience

#### Youth Group Leader Masters 9

No specific type or amount is required.

#### Youth Group Leader Masters 10

One year of professional experience coordinating diagnostic services of a treatment team and providing counseling to delinquent or neglected youth equivalent to a Youth Group Leader 9 or Youth Group Leader Masters 9.

#### Youth Group Leader Masters P11

Two years of professional experience coordinating diagnostic services of a treatment team and providing counseling to delinquent or neglected youth equivalent to a Youth Group Leader or Youth Group Leader Masters, including one year equivalent to a Youth Group Leader 10 or Youth Group Leader Masters 10.

#### Youth Group Leader Masters 12

Three years of professional experience coordinating diagnostic services of a treatment team and providing counseling to delinquent or neglected youth equivalent to a Youth

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Group Leader or Youth Group Leader Masters, including one year equivalent to a Youth Group Leader P11 or Youth Group Leader Masters P11.

**Special Requirements, Licenses, and Certifications**

Any individual with a felony conviction, or who has a pending felony charge, is ineligible for consideration for employment.

An applicant (who was not currently employed in a Bureau of Juvenile Justice facility prior to November 1, 2000) who has been convicted of any misdemeanor shall not be eligible for employment until two years subsequent to the completion of any sentence imposed, including probation.

Possession of a valid Michigan driver's license.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

YOUGRPLDM

**Job Code Description**

Youth Group Leader Masters

**Position Title**

Youth Group Leader Masters-E

Youth Group Leader Masters-A

**Position Code**

YTHGLDME

YTHGLDMA

**Pay Schedule**

U11-032

U11-031

ECP Group 2  
Revised 6/1/06  
TeamLeaders