

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
YOUTH AIDE

JOB DESCRIPTION

Employees in this job perform a variety of supportive youth aide activities for delinquent or neglected youth in a residential facility. The work involves providing therapeutic and treatment activities individualized to each resident and includes supportive record-keeping functions.

Position Code Title - Youth Aide-E

Youth Aide 6

This is the entry level. The employee performs a range of Youth Aide assignments while learning the methods of work.

Youth Aide 7

This is the intermediate level. The employee performs an expanding range of Youth Aide assignments in a developing capacity.

Youth Aide E8

This is the experienced level. The employee performs a full range of Youth Aide assignments and uses judgement to make decisions in specific work situations.

NOTE: Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Provides instruction to residents in the maintenance of grounds and buildings, kitchen assignments, food services, or other tasks.

Monitors residents' whereabouts and activities to ensure safety.

Participates in the therapeutic planning for the group or individual residents.

Monitors distribution of laundry, clothing, and other supplies.

Maintains supply inventory related to the work.

Maintains records on residents' activities and behavior.

Assists in controlling aggressive or disruptive behavior.

Transports residents and assures their safety and proper conduct.

Performs related work and other tasks as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, and considerable knowledge is required at the experienced level.

Knowledge of youth aide therapeutic techniques and methods.

Knowledge of mental and behavioral characteristics of residents.

Knowledge of equipment, procedures, and methods used in the maintenance of grounds, buildings, and vehicles.

Knowledge of methods, practices, tools, and equipment of kitchen and food service areas.

Knowledge of methods, practices, and equipment of laundering services.

Ability to implement resident care group and individual treatment program objectives.

Ability to establish appropriate relationships and interactions with residents.

Ability to observe, evaluate, and record conditions, reactions, and changes in the physical and mental condition of residents.

Ability to prepare and maintain records related to work.

Ability to maintain appropriate attitudes and conduct necessary to the welfare of the residents.

Ability to communicate effectively.

Ability to operate a motor vehicle.

Working Conditions

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

An employee may be assigned to work any day of the week or on any shift.

Physical Requirements

The job duties require an employee to be absent of any physical limitation which would impair effective performance.

Education

Education typically acquired through completion of high school.

Experience

Youth Aide 6

No specific type or amount is required.

Youth Aide 7

One year of experience equivalent to a Youth Aide 6.

Youth Aide E8

Two years of experience equivalent to a Youth Aide, including one year equivalent to a Youth Aide 7.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

See individual position descriptions.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

YOUTHAEDE

Job Code Description

YOUTH AIDE

Position Title

Youth Aide-E

Position Code

YOUTADEE

Pay Schedule

U11-017

RS

03/02/2025