

**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 or work-related experience individualized to each resident and includes supportive record-keeping functions.

There are three classification levels in this job.

**Position Code Title – Youth Aide-E**

Youth Aide 6

This is the entry level. The employee works in a trainee capacity receiving on-the-job training in basic youth aide methods and procedures to be observed. Close supervision is provided.

Youth Aide 7

This is the intermediate level. The employee works in a developing capacity with increased responsibility for providing a range of supportive youth aide assignments within a specific authorized program.

Youth Aide E8

This is the experienced level. The employee performs a full range of supportive youth aide assignments and uses judgment in making decisions where alternatives are determined by established policies and procedures.

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

Provides leadership and instruction to residents in the maintenance of grounds and buildings, kitchen assignments, food service, or other tasks. May participate in the work.

## YOUTH AIDE

### **PAGE No. 2**

Makes visual checks of area to account for residents' whereabouts and safety, and monitors activities.

Serves as a member of the treatment team by participating in the therapeutic planning for the group or individual residents.

Monitors distribution of laundry, clothing, and other supplies.

Keeps required records and maintains supplies for area of responsibility, e.g., food service, grounds, vehicle maintenance.

Keeps required records on residents' activities and behavior based on observation.

Provides assistance in controlling aggressive or disruptive behavior.

Transports residents and assures their safety and proper conduct.

Performs related work 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 basic youth aide therapeutic techniques and methods.

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

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

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

Knowledge of mental or behavioral characteristics of residents.

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

Ability to establish appropriate relationships and to get along with residents.

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

Ability to create and maintain records and write brief reports.

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

Ability to communicate effectively.

Ability to maintain favorable public relations.

Ability to operate a motor vehicle.

### **Working Conditions**

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

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

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

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

Some jobs require an employee to work in adversarial situations.

### **Physical Requirements**

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

### **Education**

Educational level 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.

### **Special Requirements, Licenses, and Certifications**

Some positions within this class series are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

**YOUTH AIDE**

**PAGE No. 4**

**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**

YOUTHAEDE

**Job Code Description**

Youth Aide

**Position Title**

Youth Aide-E

**Position Code**

YOUTADEE

**Pay Schedule**

U11-017

ECP Group 1  
Revised 6/1/06  
TeamLeaders