

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

YOUTH CHALLENGE ACADEMY CADRE AIDE

JOB DESCRIPTION

Employees in this job perform a variety of tasks providing direction to at-risk youth participating in the Michigan Youth Challenge Academy administered by the Department of Military and Veterans' Affairs. Employees perform tasks and oversee cadets in the areas of personal hygiene, uniform care and maintenance, compliance with program policies, rules, and regulations in a structured residential setting.

There are two classifications in this job.

Position Code Title - Youth Challeng Acad Cadre Ade-E

Youth Challenge Academy Cadre Aide E6

This is the experienced level. The employee, with increased responsibility, performs a full range of youth challenge cadre aide assignments using limited judgment. Actions are normally determined by specific instructions from the supervisor or by following well-defined procedures, methods and practices.

Position Code Title - Youth Challeng Acad Cadre Ade-A

Youth Challenge Academy Cadre Aide 7

This is the advanced level. The employee functions as a lead worker overseeing the work of lower-level Youth Challenge Academy Cadre Aides.

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 daily supervision of cadet compliance with procedures and policies regarding dining, physical training, hygiene, education and community service.

Instructs and demonstrates appropriate behaviors to cadets and provides follow-up and constructive feedback.

Complies with military protocol and procedures.

Under the supervision of a licensed nurse, dispenses medication to cadets.

Provides basic first aid and safety instruction to cadets.

Conducts physical fitness and recreation training for cadets.

Prepares incident/intervention reports.

Serves as a role model in a quasi-military residential environment.

Assists other program staff during presentations to parents and civic organizations.

Operates a motor vehicle to travel to various work sites and other areas for supplies.

Transports and accompanies cadets on tours, special events, and educational field trips.

Performs related work as assigned.

Additional Job Duties

Youth Challenge Academy Cadre Aide 7

Oversees the work of lower-level Youth Challenge Academy Cadre Aides.

Maintains records and prepares reports.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced level.

Ability to follow instructions.

Ability to participate and lead military drill and fitness activities.

Ability to communicate effectively.

Knowledge of the work methods and practices for the military model approach.

Knowledge of military procedures, protocol, and training supervision.

Knowledge of life skills and physical fitness.

Knowledge of the facility practices and procedures.

Additional Knowledge, Skills, and Abilities

Youth Challenge Academy Cadre Aide 7

Ability to explain instructions and guidelines to others effectively.

Ability to train and assign work to employees.

Ability to prioritize the work of lower-level Youth Challenge Academy Cadre Aides.

Ability to organize and coordinate the work of the unit.

Ability to maintain records and prepare reports.

Working Conditions

Employees will be required to wear military style uniforms and must maintain grooming standards.

Some jobs require travel.

Some jobs require an employee to work in adversarial situations.

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

Some jobs require an employee to work outdoors as well as in an office.

Physical Requirements

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties require an employee to work under stressful conditions.

Education

No specific type or amount is required.

Experience

Youth Challenge Academy Cadre Aide E6

One year of Military experience; or, one year of working in a residential or treatment setting; or, one year working as an Educator, Counselor, Coach, Social Worker, or law enforcement officer.

Youth Challenge Academy Cadre Aide 7

One year of experience equivalent to a Youth Challenge Academy Cadre Aide E6 or two years of military experience or working in a residential or treatment setting or serving as an Educator, Counselor, Coach, Social Worker, or law enforcement officer, including one year in a leadership role.

Special Requirements, Licenses, and Certifications

Willingness to submit to a background investigation.

Possession of a 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

Job Code Description

YTHCHLADE

YOUTH CHALLENGE ACADEMY CADRE AIDE

Position Title

Position Code

Pay Schedule

Youth Challeng Acad Cadre Ade-E YTHCADEE

U11-003

Youth Challeng Acad Cadre Ade-A YTHCADEA

U11-004

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06/29/2015