

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

YOUTH CHALLENGE ACADEMY CADRE AIDE

JOB DESCRIPTION

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

Position Code Title - Youth Challeng Acad Cadre Ade-E

Youth Challenge Academy Cadre Aide E6

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

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 and performing experienced-level Youth Challenge Academy Cadre Aide assignments.

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 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.

Dispenses medication to cadets under the supervision of a licensed nurse.

Provides basic first aid and safety instruction to cadets under the supervision of a licensed nurse.

Conducts physical fitness and recreation training for cadets.

Prepares incident/intervention reports.

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

Assists with presentations to parents and civic organizations.

Travels to various work sites and other areas for supplies.

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

Performs related work and other tasks as assigned.

Additional Job Duties

Youth Challenge Academy Cadre Aide 7

Assigns work to lower-level Youth Challenge Academy Cadre Aides.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

Prepares and maintains records related to the work.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

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

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.

Ability to participate in and lead military drill and fitness activities.

Ability to communicate effectively.

Additional Knowledge, Skills, and Abilities

Youth Challenge Academy Cadre Aide 7 (Lead Worker)

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to prepare and maintain records related to the work.

Working Conditions

The job requires an employee to wear military style uniforms and to maintain grooming standards.

Some jobs require travel.

Some jobs require an employee to work in adversarial situations.

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

Some jobs require an employee to work outdoors.

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 providing direct care in a residential or treatment setting or serving 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 providing direct care in a residential or treatment setting or serving as an Educator, Counselor, Coach, Social Worker, or law enforcement officer.

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

Willingness to submit to a background investigation.

Possession of a valid driver's license.

See individual position descriptions for other requirements.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

YTHCHLADE

Job Code Description

YOUTH CHALLENGE ACADEMY CADRE AIDE

Position Title

Youth Challeng Acad Cadre Ade-E

Position Code

YTHCADEE

Pay Schedule

U11-003

Youth Challeng Acad Cadre Ade-A

YTHCADEA

U11-004

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03/02/2025