

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

YOUTH GROUP LEADER

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-E

Youth Group Leader 9

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

Youth Group Leader 10

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

Youth Group Leader P11

This is the experienced level. The employee performs a full range of professional youth group leader 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-A

Youth Group Leader 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 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 youth 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.

Performs related work as assigned.

Additional Job Duties

Youth Group Leader 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 12 (Senior Worker)

Performs on a regular basis professional youth group leader 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.

Additional Knowledge, Skills, and Abilities

Youth Group Leader 12 (Lead Worker)

Ability to set priorities and assign work to other professionals.

Ability to organize and coordinate the work of others.

Working Conditions

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

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 adversarial situations.

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

Physical Requirements

Ability to take and pass a pre-employment physical screening test measuring strength and cardiovascular endurance.

Education

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

Experience

Youth Group Leader 9

No specific type or amount is required.

Youth Group Leader 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.

Youth Group Leader 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, including one year equivalent to a Youth Group Leader 10.

Youth Group Leader 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 Group Leader, including one year of experience equivalent to a Youth Group Leader 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 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 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

YOUGRPLDR

Job Code Description

YOUTH GROUP LEADER

Position Title

Youth Group Leader-E

Youth Group Leader-A

Position Code

YOUGLDRE

YOUGLDRA

Pay Schedule

U11-033

U11-034

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10/07/2018