

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
YOUTH GROUP LEADER

JOB DESCRIPTION

Employees in this job provide counseling and coordination of diagnostic services of a treatment team to delinquent or neglected youth in a residential facility.

Position Code Title - Youth Group Leader-E

Youth Group Leader 9

This is the entry level. The employee performs 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. Considerable independent judgement is used to make decisions in carrying 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 functions as a lead worker overseeing the work of lower-level Youth Group Leaders and performing experienced-level Youth Group Leader assignments; or as a senior worker performing the most complex professional assignments.

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.

Participates as a member of a treatment team, working to create a healthy environment to bring about positive changes in the behaviors, attitudes, and values of youth residing in the facility.

Communicates individual case planning and progress with community care staff and parent of youth.

Communicates with team members regarding individual and group behavior.

Provides leadership in the development of team strategies toward achievement of program goals and objectives.

Communicates youth group requests, recommendations, and decisions to the team and youth group.

Represents the staff team at court hearings.

Visits youths' homes and works with youth, family, and Juvenile Justice Specialist to develop a transition strategy.

Conducts exit planning and coordinates community-based services, Michigan Rehabilitative Services (MRS), and other related services.

Assists in the training of new team members.

Assists the Center Director in monitoring team effectiveness.

Provides counseling to youth and their families, including providing interventions related to self-harm and completed mental-health assessments to determine level of safety and/or intervention needed.

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.

Communicates to team members regarding specific interventions related to behavior management and crisis intervention.

Maintains records and prepares reports and correspondence related to the work.

Performs related work and other tasks 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.

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.

Assigns work to lower-level Youth Group Leader's.

Youth Group Leader 12 (Senior Worker)

Regularly performs the most complex and difficult assignments in the work area.

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.

Skill in effecting change in youth attitudes and behaviors.

Ability to implement the group treatment dynamics.

Ability to relate to youth and to gain their respect and confidence.
Ability to maintain records, and prepare reports and correspondence.
Ability to communicate effectively.
Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Youth Group Leader 12 (Lead Worker)

Ability to train and assign work to other professionals.
Ability to prioritize, organize, and coordinate the work.

Working Conditions

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

Physical Requirements

None

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, clinical mental health counseling, 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.

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

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

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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03/16/2025