

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

YOUTH RESIDENTIAL DIRECTOR

JOB DESCRIPTION

Employees in this job are responsible for overseeing and directing the performance of a variety of professional youth residential director activities designed to provide training and treatment services for youth and residents in facilities for delinquent or neglected youth in a residential setting. The employee, under general supervision, works within general methods and procedures and exercises considerable independent judgment to adapt and apply the guidelines to specific situations as needed. The work requires knowledge of the policies, procedures, and regulations of youth/resident care programs, and supervisory techniques, personnel policies, and procedures.

There are three classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Youth Residential Director-2

Youth Residential Director 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

Position Code Title – Youth Residential Director-3

Youth Residential Director 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title – Youth Residential Director-4

Youth Residential Director 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

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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.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Assumes and maintains responsibility for the administration and programming of a unit or program area in a residential or institutional facility.

Directs the activities of professional and non-professional staff in treatment and related programs for residents.

Plans, organizes, directs, coordinates, and evaluates service delivery to youths/residents.

Provides leadership in the formulation and implementation of treatment, training, and therapeutic objectives.

Writes and maintains social case histories, case summaries, case records, and related reports.

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.

Monitors and ensures that staffing needs are met.

Defines program goals and objectives and confers with counselors to provide guidance in casework.

Determines the appropriate method and course of action and implements service, treatment, and learning plans.

Assigns, coordinates, and outlines the work methods of subordinate employees directly or through lower-level supervisors.

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Plans procedures and equipment to improve the environment and service delivery to youth/residents.

Develops agency and community services for providing staff teams with optimum resources for youth/residents.

Serves as a liaison between staff and other area within the facility, halfway house, or intake shelter at large.

Assumes and maintains responsibility for continuing education in the unit or program area. Plans and conducts in-service training programs for employees.

Provides direct counseling and casework services to clients.

Screens new commitments to the department and develops plans for care; develops service, treatment, and learning plans.

May serve as the director of youth residential activities at a youth residential facility.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable overall program, training, supervisory, and management knowledge is required at the 13 level, thorough knowledge is required at the 14 level, and extensive knowledge is required at the 15 level.

Knowledge of problems and behavior patterns of delinquent and neglected youth.

Knowledge of the group treatment process.

Knowledge of vocational and recreational needs of youth.

Knowledge of the organization, the function of, and treatment programs in residential facilities, halfway houses, and intake shelters.

Knowledge of the methods and procedures for program monitoring and evaluation.

Knowledge of the principles of management, including program planning, staffing, and budgeting.

Knowledge of funding and regulatory agencies in the program areas.

Knowledge of the principles of management, including program planning and staffing.

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Knowledge of employee policies and procedures.

Knowledge of community health, recreation, and therapeutic services.

Knowledge of training and supervisory techniques.

Knowledge of budgeting methods.

Ability to instruct, direct, and evaluate employees.

Ability to coordinate and direct the youth residential director program development, implementation, and evaluation activities of a specific work area.

Ability to assess the dynamics of unfamiliar groups through consultation with staff and the group, and evaluate the effectiveness of services.

Ability to work effectively with youth and groups of varying levels of sophistication and aggressiveness.

Ability to identify and solve administrative problems.

Ability to coordinate support services and program activities with other units of the facility and/or community agencies and to use community resources effectively.

Ability to maintain records, prepare reports, and compose correspondence.

Ability to communicate with others, both verbally and in writing.

Working Conditions

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

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

Possession of a master's degree in social work, psychology, education, guidance and counseling, sociology, or criminal justice.

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Experience

Youth Residential Director 13

Two years of professional experience in youth services work equivalent to the experienced (P11) level.

Youth Residential Director 14

Three years of professional experience in youth services work equivalent to the experienced (P11) level or one year equivalent to a Youth Residential Director 13.

Youth Residential Director 15

Two years of professional experience equivalent to a Youth Residential Director 13 or one year equivalent to a Youth Residential Director 14.

Special Requirements, Licenses, and Certifications

None.

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

YOURESDIR

Job Code Description

Youth Residential Director

Position Title

Youth Residential Director-2

Youth Residential Director-3

Youth Residential Director-4

Position Code

YOURDIR2

YOURDIR3

YOURDIR4

Pay Schedule

NERE-142

NERE-146

NERE-155