

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**YOUTH SPECIALIST SUPERVISOR**

**JOB DESCRIPTION**

Employees in this job direct staff in a residential or day treatment center. The work is performed under general supervision and requires knowledge of youth care policies, procedures, and regulations, and supervisory techniques, personnel policies, and procedures.

**Position Code Title - Youth Specialist Supervisor-1**

Youth Specialist Supervisor 11

The employee serves as a first-line supervisor coordinating and directing the work of Youth Specialists, Youth Aides, and facility support staff.

**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.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

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

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

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 related to the work.

Directs the intake and release of residents, off-grounds trips, and use of center vehicles.

Coordinates staff activities regarding the care and treatment of residents.

Directs crisis intervention and conflict resolution with residents.

Represents the center in communications with community, parents, and service providers.

Receives, maintains, and distributes inventory.

Maintains and monitors center records and reports including incident reports, child welfare information system data, and intake records.

Reviews and interprets goals and objectives of the work area and makes recommendations for changes in instructions and guidelines.

Directs the management of residences including room assignments, general maintenance, safety, and discipline.

Consults and collaborates with other staff and service providers on problems of individual residents.

Maintains responsibility for the safe operation of the physical plant and control and reporting of facility expenditures.

Participates in development and implementation of the overall treatment program and individual treatment plans.

Ensures necessary medical and dental care for youth.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work and other tasks as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of behavior patterns of youth.

Knowledge of methods for modifying behavior.

Knowledge of group dynamics and sensitivity to individual members of the group.

Knowledge of labor relations and applicable bargaining unit contracts.

Knowledge of departmental and facility standard operating procedures.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of equal employment opportunity policies and procedures.

Ability to instruct, direct, and evaluate employees.

Ability to be a positive role model for staff and youth.

Ability to lead and participate in recreational activities.

Ability to make analyses and judgments concerning the participants in the group.

Ability to recognize emotional and behavior problems.

Ability to evaluate and react appropriately to crisis situations.

Ability to relate to youth and gain their respect and confidence.

Ability to evaluate and manage emergencies.

Ability to operate a motor vehicle.

Ability to work independently.

Ability to prepare and maintain records related to the work.

Ability to communicate effectively.

Ability to maintain favorable public relations.

### **Working Conditions**

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

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

### **Physical Requirements**

The job duties require an employee to be absent of any physical limitation, which would impair effective performance.

## **Education**

Completion of two years of college (60 semester or 90 term credits) with a minimum of 15 semester (23 term) credits in one or a combination of the following: social work, sociology, psychology, family ecology, family and/or child development, counseling and guidance, criminal justice, community services, family studies, counseling psychology, human services, education, early childhood education, secondary education, or special education.

## **Experience**

### **Youth Specialist Supervisor 11**

Four years of experience equivalent to a Youth Specialist, including two years equivalent to a Youth Specialist E9 or one year equivalent to a Youth Specialist 10.

**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**

YOUSPLSPV

### **Job Code Description**

YOUTH SPECIALIST SUPERVISOR

### **Position Title**

Youth Specialist Supervisor-1

### **Position Code**

YOUSSPV1

### **Pay Schedule**

NERE-136

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03/30/2025