

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

**JOB DESCRIPTION**

Employees in this job perform home-life training and therapeutic activities for youth in a residential facility or a vocational training center.

**Position Code Title - Youth Specialist-E**

Youth Specialist 7

This is the entry level. The employee performs a range of Youth Specialist assignments while learning the methods of the work.

Youth Specialist 8

This is the intermediate level. The employee performs an expanding range of Youth Specialist assignments in a developing capacity.

Youth Specialist E9

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

**Position Code Title - Youth Specialist-A**

Youth Specialist 10

This is the advanced level. The employee functions as a lead worker, overseeing the work of lower-level Youth Specialists and performing experienced level Youth Specialist 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 with responsibility for the safety, personal conduct, and care of youths, and monitors activities.

Provides leadership and maintains discipline of youths.

Provides assistance to youths in solving their personal problems; refers problems to the treatment team in accordance with the principles of group treatment modality.

Assists in controlling aggressive or disruptive behavior.

Monitors resident behavior and refers acute problems to appropriate counseling staff.

Keeps staff informed of conditions known about the youth group or individuals.

Transports youth groups to various appointments, activities, and programs.

Provides orientation to residents.

Provides first aid and investigates illness or injury complaints to determine the need for medical services.

Maintains resident records and prepares reports.

Conducts inspections, population counts, and security procedures.

Coordinates searches for contraband.

Attends in-service training programs as required.

Maintains logs, records, and reports related to the work.

Performs related work and other tasks as assigned.

### **Additional Job Duties**

#### **Youth Specialist 10 (Lead Worker)**

Assigns work to lower-level Youth Specialists.

Instructs and trains in proper work methods and processes.

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

### **JOB QUALIFICATIONS**

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

**NOTE:** Some knowledge in the area listed 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 behavior patterns of youth.

Knowledge of methods of modifying behavior.

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

Knowledge of first aid.

Knowledge of youth specialist counseling techniques.

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

Ability to de-escalate.

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 behavioral problems.

Ability to deal with emergencies.

Ability to operate a motor vehicle.

Ability to prepare and maintain records and write reports.

Ability to communicate effectively.

Ability to maintain favorable public relations.

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

#### **Youth Specialist 10 (Lead Worker)**

Ability to train and oversee the work of others.

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

## **Working Conditions**

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

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

## **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 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 7**

No specific type or amount is required.

### **Youth Specialist 8**

One year of experience equivalent to a Youth Specialist 7.

### **Youth Specialist E9**

Two years of experience equivalent to a Youth Specialist, including one year equivalent to a Youth Specialist 8.

### **Youth Specialist 10**

Three years of experience equivalent to a Youth Specialist, including one year equivalent to a Youth Specialist E9.

## **Alternate Education and Experience**

### **Youth Specialist 7 - 10**

Four years of experience in the care or supervision of youths in a residential group setting providing case management services in mental health, substance abuse, domestic violence, delinquency, or other advocacy-related services for at-risk youth may be substituted for the education requirement.

OR

Three years of Youth Aide experience, including one year equivalent to a Youth Aide E8 may be substituted for the education requirement.

OR

Bachelor's degree in any major with a minimum of 8 semester 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 may be substituted for the education requirement.

**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**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>	
YOUTHSP	YOUTH SPECIALIST	
<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Youth Specialist-E	YOUTSPLE	U11-019
Youth Specialist-A	YOUTSPLA	U11-026

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