

YOUTH SERVICE WORKER I

NATURE OF WORK IN THIS CLASS:

This is youth service work involving the supervision, observation, security and rehabilitation of youths in a group living situation or outreach activities for the curtailment of juvenile delinquency at the community level.

Employees in this class perform duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Assists in supervising the daily activities of wards, including developing recreational, physical education and cultural programs for the detainees.

Interviews newly admitted youth referrals to obtain information regarding their personal history; explains rights and merits of the Step Plan Program to clients; participates in referral case conferences as requested by Diversion and Aftercare Casework Unit.

Maintains the security of the hall or cottage of resident youth.

Counsels youth on problems such as work assigned, interpersonal relationships and discipline; observes behavior and communicate information to higher level authority.

Escorts and transports clients to and from hospitals, court, schools, and other institutions.

Identifies service needs when possible; makes appropriate referrals and provides short-term assistance where referral is not indicated after staffing with central unit.

Identifies when possible, youth in need of special services.

Assists in drop-in center programs and activities; encourages youths to participate in the various recreational and educational activities in the center; establishes interpersonal relationships with these youths and offers practical advice and encouragement.

Maintains close contact with the communities within region, i.e. visiting schools, commissioners, and "hang-outs".

Prepares and maintains records and reports.

Attends meetings, conferences, and training workshops as required.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of basic principles and practices of individual and group counseling.

Knowledge of the physical and emotional needs and problems of adolescents.

Knowledge of basic health, safety and first aid practices and methods.

Ability to learn, interpret, and apply the program's objectives and guidelines.

Ability to learn and utilize available community and governmental youth service resources.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

- a) Two years of work experience in dealing with youths individually or in groups (e.g., youth club coordinator, scout master), and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

Established: July, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission