

CLASSIFICATION SPECIFICATION

Senior Youth Care Worker

FT/PT Class Code: 5041, 5541 Pay Grade: B/C 08 FLSA: Non-Exempt Rev. 01/01/07

SUMMARY STATEMENT: An incumbent in this class performs at the lead level overseeing general care and supervision of youth by carrying out an established College policies and procedures. Additionally, the incumbent is responsible for recordkeeping and facilitating activities. Programs may be implemented as a result of federal grants, State special funds, or upon initiative of the College.

NATURE AND SCOPE:

A class incumbent typically functions with supervision from a technical supervisor, and serves as lead worker providing direction and technical guidance to other staff. An incumbent is responsible for implementing/enforcing College rules and regulations, and for supervising the day-to-day activities of assigned youth by maintaining structure and safety, and providing support and counseling on social skills and academic skills enrichment. The incumbent interacts with other program staff to exchange pertinent information about assigned youth. A significant aspect of the work involves establishing relationships and providing guidance to youths.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Serves as lead worker providing direction and technical guidance to Youth Care Workers.
2. Supervises students and assumes an active participatory role in morning and evening activities of students.
3. Counsels students by establishing and maintaining interpersonal relationships with students to encourage and assist with their social adjustment and academic skills enrichment.
4. Prepares and maintains records and reports to document pertinent information.
5. Serves as liaison between the Student Enrichment Coordinator and the Program Manager.
6. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of College and program policies, procedures, and regulations.
- ◇ Knowledge of child and/or adolescent behavior and development.
- ◇ Knowledge of the supervision of youths/adolescents.
- ◇ Knowledge of individual and group counseling techniques applicable to youths/adolescents.

KNOWLEDGE, SKILLS, AND ABILITIES, cont'd:

- ◇ Knowledge of the preparation and maintenance of records and reports.
- ◇ Excellent interpersonal and communication skills.
- ◇ Ability to perceive problems and identify needs of youths/adolescents and make recommendations orally and in writing.
- ◇ Ability to use sound judgment in crisis situation.
- ◇ Ability to communicate effectively both orally and in writing.
- ◇ Ability to develop rapport with students/youths/adolescents and staff.

MINIMUM QUALIFICATIONS:

- ◇ Associate's degree in a relevant field and two (2) years of relevant experience; or other equivalent combination of education and experience.