

# CLASSIFICATION SPECIFICATION

## Youth Care Worker

FT/PT Class Code: 5040, 5540      Pay Grade: B/C 07      FLSA: Non-Exempt      Rev. 07/01/15

**SUMMARY STATEMENT:** An incumbent in this class performs custody and supervision of youths/adolescents by carrying out an established program of College policies and procedures. Activities provide and maintain the safety and control of youths/adolescents. These programs may be implemented as a result of federal grants, State special funds, or upon initiative of the College.

### **NATURE AND SCOPE:**

An incumbent in this class typically receives supervision from a technical supervisor, and are responsible for the enforcement/implementation of rules and regulations affective the care and security of youths/adolescents. Class incumbents supervise assigned youths/adolescents by maintaining structure, discipline, safety, and providing support and guidance. Incumbents may supervise residents in maintaining living quarters, day care centers, and/or recreational and educational activities. Incumbents interact with other staff to exchange pertinent information about assigned youths/adolescents. A significant aspect of the work involves establishing relationships and providing guidance to youths/adolescents.

### **PRINCIPAL ACCOUNTABILITIES:**

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

1. Performs regular and random room, door, and grounds checks to ensure security and well-being of youths/adolescents.
2. Oversees youths/adolescents; plans, coordinates and facilitates activities of youths/adolescents by establishing and maintaining interpersonal relationships.
3. Provides guidance to youths/adolescents by establishing and maintain interpersonal relationships.
4. Prepares and maintains records and reports to document pertinent information.
5. Provides tutoring of and/or structural learning activities for youths/adolescents as necessary by assisting them with homework and/or special projects or activities.
6. Interacts with staff and/or parents.
7. 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, SKILLS, AND ABILITIES, cont'd:**

- ◇ Knowledge of the supervision of youths/adolescents.
- ◇ 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 of the preparation and maintenance of records and reports.
- ◇ Good 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:**

- ◇ High school diploma or GED and general experience with childcare; or other equivalent combination of education and experience.