



CLASSIFICATION SPECIFICATION

CLASS NUMBER 60171

YOUTH LEADER

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Youth Leader may not perform all of the duties listed. However, it is mandatory that the first duty (I) be performed a minimum of 20% of the time.



Summary of Essential Duties

The primary purpose of the Youth Leader position is to provide direct care to the children who are in the custody of the county department of job and family services and to provide them with a safe and healthy environment. The position involves teaching and counseling children on daily living skills, personal hygiene, and social skills. The incumbent plans and facilitates group activities both on and off grounds. Additionally, the incumbent transports children to and from activities, hospitals, and potential places of employment. Finally, the incumbent monitors the children's behavior and all aspects of daily living by the children and records this information.

Duties

Frequency: 85% +/-1-%

- I. Provides direct care to and supervises children in custody of the county department of job and family services (i.e. residents) and ensures a safe and healthy environment for children in custody of the county department of job and family services (i.e. residents).
 - A. Monitors behavior and daily activities of children.
 - B. Teaches children life skills including health and fitness.
 - C. Tutors and assists children with their homework.
 - D. Structures and participates in on and off-ground activities with children (e.g., walking the track, playing games, picnics, etc.).
 - E. Monitors visitations between children and family members.
 - F. Transports children to and from appointments, hospitals, stores, potential places of employment, off-ground activities, etc.
 - G. Enforces rules and regulations of living unit.
 - H. Ensures safety and security of living unit.
 - I. Monitors and participates in general housekeeping duties.

Frequency: 15% +/-5%

- II. Performs general clerical duties.



**KSA'S FOR THE
JOB CLASSIFICATION OF
YOUTH LEADER**

| DUTY | KNOWLEDGE | SKILLS | ABILITIES |
|-----------|---|--|---|
| I | Various problems typical of children in custody; Office practices and procedures; Department of Job and Family Services residential treatment center; Inventory control; Recreational activities; Intermediate mathematical concepts; Residential treatment; Department of Job and Family Services program implementation; Administrative practices; Social welfare issues; Observational behavior; Life skills; Rules and regulations of living units; Safety practices; Security practices; Cleaning/housekeeping functions; Automobile operations. | Communication; Trouble shooting; Problem solving; Minor counseling; Teaching; Operating washing and drying machines; Organization. | Listen for problems or issues and provide responses or explanations; Counsel others involving simple or difficult life situations; Drive an automobile; Recognize unusual behavior from residents; Work with children; Teach/tutor children; Monitor medical needs of children; Monitor the behavior of children; Monitor visitations between children and family members; Trouble-shoot problems among residents; Conducts home visits for children; Complete medical forms; Perform intermediate level math calculations; Maintain a safe and clean environment; Ensure rules and regulations of living unit; Monitor and participate in general housekeeping duties; Disciplines children. |
| II | Office practices and procedures; Typing principles; Word processing functions. | Typing; Word processing. | Perform general clerical duties. |



Minimum Qualifications

- Completion of undergraduate major core coursework in psychology, social work, human services, community services technology or similar field. If the position involves the operation of an automobile or a van to transport children, applicants must also have a valid driver's license.
- Or one course or six months experience in child psychology, one course or six months experience in abnormal psychology, one course or six months experience in verbal communication, one course or six months experience in functional daily living skills, one course or six months experience in social welfare, and one course or six months experience in child management. If the position involves the operation of an automobile or a van to transport children, applicants must also have a valid driver's license.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The position possesses substantial responsibility for the physical safety of children who are in the custody of the county. Children are often placed in the custody of the county as a result of previous physical abuse. The incumbent must ensure that all of the residents under his/her care are provided with a safe and secure living environment. As such, the incumbent must search the belongings of each child to ensure that no weapons, drugs, or sharp objects are brought on the premises. Adherence to and enforcement of the rules and regulations by the incumbent greatly reduces the risk of injury for both residents and staff members. Additionally, the position involves the possibility of injury when restraining children or resolving conflicts among residents. There is a potential exposure to contagious diseases.