



CLASSIFICATION SPECIFICATION

CLASS NUMBER 60173

YOUTH LEADER SUPERVISOR

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 Supervisor may not perform all of the duties listed. However, performance of the first (I) duty a minimum of 20% of the time is mandatory for this classification.



Summary of Essential Duties

The primary purpose of the Youth Leader Supervisor classification is to provide direct supervision to Youth Leaders. The classification also monitors all activities and behaviors of residents (i.e. children in custody of the CDJFS) on a daily basis.

Duties

Frequency 50% +/- 15%

- I. Provides direct supervision to Youth Leaders.
 - A. Interviews applicants and makes recommendations for the hiring of new employees; initiates actions for the termination of employees.
 - B. Disciplines subordinates.
 - C. Reviews, approves or denies employee requests for leave.
 - D. Reconciles worker time cards with worker attendance sheets to ensure that the number of hours matches for each day of the pay period.
 - E. Completes performance evaluations of subordinates' work.
 - F. Meets with subordinates regarding any grievances.
 - G. Trains new and current employees.
 - H. Assigns and reviews work of subordinates.
 - I. Provides advice and directly intervenes in treatment of difficult cases.

Frequency 40% +/- 10%

- II. Monitors all activities and behaviors of residents (i.e. children in custody of the CDJFS) on a daily basis, while supervising the performance of Youth Leaders.
 - A. Oversees the planning and implementation of recreational and social activities.
 - B. Consults with Youth Leaders to review information on behavior of residents.
 - C. Attends to medical emergencies as needed.

Frequency 5% +/- 2%

- III. Ensures a safe and healthy environment for children in custody of the CDJFS.

Frequency 5% +/- 2%

- IV. Attends meetings concerning children in custody (i.e. residents) of the CDJFS with other staff members.



**ADDITIONAL DUTIES FOR THE
JOB CLASSIFICATION OF
YOUTH LEADER SUPERVISOR**

NOTE: The following additional duties include functions that may be performed by some but not the majority of individuals in the classification.

- I. Maintains contact with county courts, detention facilities and local law enforcement agencies.
 - A. Provides written/verbal information to appropriate recipient regarding the transportation of youths to and from the counties and other facilities.
 - B. Cooperates and assists authorities in cases of runaways youths.



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

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Administrative practices and procedures; Personnel practices; Supervisory practices; Disciplinary procedures; Interviewing principles; Employee grievance procedures; Training and development practices; Duties and responsibilities of Youth Leaders; The ADA and CRA.	Supervising; Oral communication; Organization; Interviewing.	Resolve a wide range of problems; Perform a wide variety of interrelated or nonstandard procedural assignments; Handle problems involving varied and unrelated processes and methods; Interpret policies and procedures; Coordinate the action of others; Counsel others involving complicated matters; Supervise others; Perform personnel functions (e.g., reconcile time cards); Determine staffing needs; Interview others; Train others; Discipline others.
II	Local, State and Federal laws, rules and regulations concerning legal procedures for resident care; Appropriate resident behavior; Program development and administration; First Aide and CPR; Behavioral problems of children; Supervisory practices; Methods for handling behavioral problems of children; Automobile operation.	Oral communication; Listening; Advising; Supervising; Vehicle operation.	Observe and note behavioral problems; Perform a wide variety of interrelated or nonstandard procedural assignments; Collaborate with others; Answers routine questions; Drive an automobile; Perform First Aide and CPR; Transport resident sot and from appointments or other facilities; Discipline others.
III	Safety practices; Security practices; Cleaning functions.	Organization.	Maintain a safe and clean environment for children in custody of the DHS.
IV	Local, State and Federal laws, rules and regulations concerning legal procedures for resident care; Organizational meeting practices; Care and treatment practices of children with behavioral problems; Learning principles.	Listening; Oral communications; Organizational.	Discuss behavioral problems with others; Extract information from various sources; Interpret and apply information.



Minimum Qualifications

- Two years experience as a Youth Leader, 60171.

- Or completion of undergraduate major core coursework in psychology, social work, human services, community services technology or similar field. Also requires two years experience in a position similar to a Youth Leader, 60171. 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. Also requires two years experience in a position similar to a Youth Leader, 60171. 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 requires the incumbent to ensure residents are living in a safe and healthy environment. The incumbent enforces rules and regulations regarding safety and health issues. Most of the work is performed in an office or residence building, however, a considerable amount of time is spent driving or walking outdoors in all types of weather. Incumbent must have the ability to intervene physically as needed. Residents may suffer from various emotional, physical and social problems. There is a possible exposure to contagious diseases.