

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Youth Services Unit Administrator

SERIES NUMBER

4652

MAJOR AGENCIES

Youth Services, only

EFFECTIVE

08/20/2006

SERIES PURPOSE

The purpose of the Youth Services Unit Administrator occupation is to provide uniform direction & administration of custody & treatment functions in a residential youth facility for juvenile offenders.

CLASS TITLE

Youth Services Unit Administrator

CLASS NUMBER

46525

PAY RANGE

12

EFFECTIVE

08/20/2006

CLASS CONCEPT

The managerial level class works under administrative direction & requires considerable knowledge of custody & treatment programs for juvenile offenders in order to serve as unit administrator for one or more residential living units in assigned juvenile correctional facility, implement, administer & ensure compliance with agency institutional policies & procedures, American Correctional Association (i.e., ACA) Standards, Ohio Revised Code, Senate Bill 5 & Ohio Administrative Code to provide uniform direction & administration of proper custodial care, health, safety & treatment phases for adjudicated juvenile offenders, plan & coordinate direct &/or indirect services for living unit & supervise juvenile correction officers assigned to residential unit post.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Youth Services Unit Administrator	46525	EX	08/20/2006	12

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as unit administrator for one or more residential living units in assigned juvenile correctional facility, implements, administers & ensures compliance with agency institutional policies & procedures, American Correctional Association (i.e., ACA) Standards, Ohio Revised Code, Senate Bill 5 & Ohio Administrative Code to provide uniform direction & administration of proper custodial care, health, safety & treatment phases for adjudicated juvenile offenders, plans & coordinates direct &/or indirect services for living unit (e.g., living unit management & plan, group living, health, safety, security, risk management, social services, recreation, housekeeping & hygiene, maintenance, investigations, training) & supervises juvenile correction officers assigned to residential unit post.

Formulates & implements youth program policies & procedures (i.e., sex offender, substance abuse, crisis intervention, suicide prevention & mental health); provides for appropriate & safe unit condition for youth by maintaining awareness of youth daily behavior & body language, cultural conditions, response to hostile youth altercations, man-down situations & overseeing implementation of programming for youth (e.g., self-help, living skills groups, community service, group programming, orientation, victim awareness); plans, executes & documents treatment plan; oversees work & conduct of treatment team staff (e.g., social workers, teachers, general activity therapist, psychology staff) assigned to unit; monitors unit security, sanitation locks & bed assignments.

Analyzes & evaluates projects (e.g., youth work programs & training, quality control); conducts youth grievance fact finding as needed, acts as liaison between superintendent, unit staff & youth by monitoring youth environment & behavior, unit staff performance & interactions; chairs various institutional committees (e.g., multi-disciplinary team, inter-disciplinary committee for rule infractions, response to resistance fact finding); attends disciplinary committee hearings & investigations; attends weekly unit administrator meetings & youth staff meetings; communicates agency policy & procedures to parents of adjudicated youth, general public, service care providers, juvenile parole officers & other related agency staff & state & county officials regarding youth issues &/or programs.

Manages business functions for unit (e.g., prepares & monitors budget for program area; orders supplies & equipment for youth & unit); writes reports of unit activity (e.g., incident reports, ACA compliance reports, chemical dependency intervention reports); maintains confidentiality of youth records & logs; completes & submits unit plan & monitors maintenance & organization of unit files (e.g., living unit inspection forms; behavior incident reports); furnishes information to court system, mental health agencies & sex offender organizations.

MAJOR WORKER CHARACTERISTICS

Knowledge of business administration; social or behavioral science; custody & treatment programs for juvenile offenders; workforce planning, employee training & development; supervisory principles/techniques; human relations; safety practices; juvenile correctional facility residential program policies, procedures & ACA standards*. Skill in operation of personal computer; office systems software (e.g., Windows, Excel, Access, Word, PowerPoint, Outlook); CPR; first aid; unarmed self defense. Ability to deal with problems involving several variables in familiar context; understand practical field of study; interpret extensive variety of technical materials in books, journals & manuals; calculate fractions, decimals & percentages; prepare meaningful, concise & accurate records, use proper research methods in gathering data; gather, collate & classify information about data, people or things; prepare, accumulate & safeguard data or information for important confidential oral or written reports; develop good rapport with youth & staff.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in behavioral science (e.g., psychology, sociology, social work, rehabilitation, criminal justice, juvenile justice); 18 mos. exp. in secured environment &/or treatment facility related to youth programming services &/or behaviorally challenged clientele.

- Or 42 mos. trg. or 42 mos. exp. in youth programming services in secured environment &/or treatment facility for counseling & motivating troubled youth &/or behaviorally challenged clientele.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Current certification in unarmed self defense, CPR & first aid.

UNUSUAL WORKING CONDITIONS

Exposed to dangerous & hostile youth; exposed to contagious diseases & at risk of illness &/or injury from combative juvenile offenders; required to work evenings &/or weekends.