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.
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 & 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.

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.