

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Youth Supervisor

Class Code: 70612
Pay Grade: GF

A. Purpose:

Supervises adjudicated juveniles while they work, at school, and during daily living activities at a correctional facility. Applies specific program techniques and activities designed to prepare the juveniles to function productively in society.

B. Distinguishing Feature:

The Youth Supervisor monitors the activities of adjudicated juveniles by observing their behavior, enforcing compliance with institutional rules, and providing informal guidance and counseling. The Youth Counselor conducts individual and group counseling sessions for adjudicated juveniles or adolescents who have mental health or developmental disability needs.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Responsible for the day-to-day supervision and direction of adjudicated juveniles to ensure their security, health, safety, and compliance with institution operations memoranda and guidelines.
 - a. Oversees juveniles as they perform work projects to ensure they satisfactorily complete the project and are accounted for at all times.
 - b. Documents observation results for each juvenile to ensure deficiencies as well as progress are noted.
 - c. Intervenes in altercations between juveniles, attempts to find the cause, and determines ways to prevent a recurrence.
2. Conducts informal counseling of the juveniles and uses behavioral modification techniques to change the juveniles' attitude towards themselves and others.
 - a. Utilizes Corrective Thinking Techniques to assist youth in changing thinking patterns.
 - b. Refers juveniles to Youth Counselors for in-depth counseling.
 - c. Acts as a positive role model for the juveniles.
3. Trains juveniles in the safe and effective methods of completing a work task by demonstrating the correct use of tools and materials in order to prevent injuries and increase productivity.
4. Participates as a member of the treatment team by attending meetings and discussing behavioral issues regarding the juveniles to ensure their problems are fully realized by the team and appropriate counseling is provided.
5. Transports juveniles to required appointments and to recreational and work activities away from the institution.
6. Performs other work as assigned.

D. Reporting Relationships:

The Youth Supervisor does not supervise, but may train new personnel.

E. Challenges and Problems:

Challenges include dealing with adjudicated juveniles who have become unrepentant, lack respect for authority, and do not fear the consequences of their actions. Also challenged to keep abreast of each of the problems of an ever-changing population of adjudicated juveniles and to monitor the corrective thinking techniques to determine if thinking patterns are changing. Another challenge is motivating juveniles to perform to standards on work details and to instill pride, confidence, and self-respect in them. This is often difficult because many of the juveniles have never been held to standards and some come from social and family backgrounds that are not conducive to pride and self respect.

Typical problems include breaking up fights; dealing with runaways; and overcoming laziness, disrespect, and lack of cooperation by the juveniles.

F. Decision-making Authority:

As part of a team the Youth Supervisor will assist in the decisions of living group assignment and when a juvenile needs to be confined to a cell. Individual decisions made include how to organize work details, when to intervene in disputes between juveniles, when group privileges should be suspended, and when a juveniles' illness warrants referral to medical professionals.

Decisions referred include placement of the juveniles upon their release, when they are released from confinement, formal counseling, and punishment for unacceptable behavior or rule infractions.

G. Contact with Others:

Daily contact with teachers to exchange information regarding the juveniles, park personnel regarding work projects and members of the public who want the juveniles to work on their property; weekly contact with doctors, nurses, and dentists to discuss the juveniles' health issues; and as needed contact with family members to discuss the juveniles' progress and to schedule visits.

H. Working Conditions:

The Youth Supervisor works with adjudicated juveniles who may become violent or may be in a high-risk group for AIDS and other communicable diseases; duties involve being alone with the juveniles in isolated work detail locations, walking or climbing rough terrain, operating potentially dangerous power tools such as chain saws, and working in inclement weather.

I. Knowledge, Skills and Abilities:

Knowledge of:

- teamwork;
- behavioral patterns of juvenile delinquents;
- basic social skills;
- principles of basic human behavior;
- special problems and disturbances experienced by adjudicated juveniles;
- CPR and first aid;

- Non-Violent Crisis Intervention (NCI) techniques;
- medication administration.

Ability to:

- work as a team member;
- control the behavior of juveniles who may be physically larger and stronger without resorting to violence or physical punishment;
- communicate clearly with juveniles of widely varied education, social, and cultural backgrounds;
- maintain safety and security in a residential setting;
- perform informal counseling with the juveniles;
- lead juveniles in assigned tasks;
- observe and understand human behavior;
- be a positive role model;
- read, understand, and enforce institutional operations memoranda, procedures, and guidelines;
- perform CPR;
- administer first aid;
- perform non-violent crisis intervention (NCI) techniques or other approved restraints;
- obtain a Medication Administration Program Certificate within 6 months of hire date to retain employment;
- administer medications.