

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Youth Treatment Supervisor

Class Code: 70630
Pay Grade: GJ

A. Purpose:

Directs the activities of behavioral modification and cognitive therapy programs that are designed to change juveniles' maladaptive behavior and inappropriate coping skills, reduce recidivism, and give them the tools to become productive members of society; and to ensure juveniles receive all necessary counseling and treatment.

B. Distinguishing Feature:

The Youth Treatment Supervisor is responsible for the management and direction of the counseling and treatment programs for juveniles in a state treatment facility.

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 that may be found in positions of this class.)

1. Supervises subordinate staff to ensure that the objectives of the work unit are met.
 - a. Interviews and selects staff.
 - b. Provides training and work direction to ensure standard application of institution operations memoranda in treating and working with juveniles.
 - c. Approves leave requests.
 - d. Approves and signs time sheets.
 - e. Addresses staff problems and recommends disciplinary action.
 - f. Conducts performance reviews and completes performance documents.
 - g. Creates work schedules to ensure 24 hour a day 7 day a week coverage.
2. Chooses placement in clinical programs for juveniles based on the juveniles' background, emotional maturity, nature of offenses, willingness to cooperate with the programs, and the makeup of each group to ensure the juveniles are afforded the best opportunity to improve their behavior.
 - a. Completes a full assessment on each juvenile and notifies interested parties of results.
 - b. Ensures juveniles are positioned to complete high school or attain a GED.
 - c. Reviews treatment programs for each juvenile ensuring the plan and method of treatment is appropriate.
 - d. Acts as the disciplinary officer for all major infractions of operations memoranda and guidelines by juveniles.
 - e. Conducts review hearings on juveniles who have been confined to a cell for misbehavior or failure to comply with institution operations memoranda and guidelines, and determines when and how to integrate them back into the program.
 - f. Approves staff disciplinary actions taken against juveniles.
 - g. Mandates alternative program options for juveniles who fail to progress.
 - h. Explains the juveniles' rights and responsibilities, especially the administrative and grievance procedures.
 - i. May act as the adjudicated juveniles' custodian for signing court documents, waivers, or releases.

- j. Reviews, edits, and approves all treatment plans, life plans, and progress reports.
 - k. May approve check requests made by juveniles from their individual account.
 - l. Works with program staff to help determine the best possible placement for juveniles leaving the program.
3. Serves on treatment teams, which design the treatment program for each adjudicated youth, to ensure the most effective methods of behavior modifications are utilized.
 - a. Conducts initial interviews of juveniles to determine psychological problems, family dysfunction, personality type, level of maturity, and willingness to accept treatment.
 - b. Reviews case histories, biographies, and other data pertaining to the juvenile in order to determine problems, their causes, and possible remedies.
 4. Conducts one-on-one, group, and family counseling to enhance the youth's insight into his/her own problems, ability to get along with others, problem solving techniques, and behavior control.
 - a. Develops comprehensive case service plans designed to address the problems and meet desired objectives and goals for each juvenile.
 - b. Records juveniles' progress by documenting individual and group counseling sessions, behavioral observations, and completion of assignments.
 - c. Investigates family discord issues and home environment to evaluate whether an alternative living situation or continued out-of-home placement is needed.
 5. Maintains physical custody of juveniles through direct supervision and accountability of activities to ensure they are protected from physical, emotional, sexual, or psychological abuse or mistreatment.
 - a. Plans and supervises recreational, social, religious, and daily living activities for the juveniles.
 - b. Promotes positive interaction between juveniles.
 - c. Intervenes in disputes between juveniles and stops physical and verbal confrontations.
 6. Conducts meetings with treatment staff to discuss the progress of each juvenile.
 - a. Gives direction on how to handle behavioral problems and incidents of non-compliance.
 - b. Ensures consistency and effectiveness of treatment being provided.
 7. Creates operational procedures and guidelines to ensure staff compliance with institution operations memoranda.
 8. Notifies proper authorities and organizes transportation and escort for juveniles on off-campus trips such as court appearances, medical appointments, funeral/bed side visits, or any other trip in order to ensure safety and security of the juvenile.
 9. Approves, organizes, and assigns on and off-campus work projects to juveniles based upon how well the group is functioning and the nature and location of the work.
 10. Organizes and leads staff members in the search of juveniles who are absent without leave to ensure the safety of the juveniles and their timely return to the program.
 11. Performs other work as assigned.

D. Reporting Relationships:

The Youth Treatment Supervisor supervises staff providing counseling and supportive services to juveniles.

E. Challenges and Problems:

Challenged to maintain staff coverage for groups of juveniles that require 24-hour supervision while staying within budget constraints. Also challenged to ensure the juveniles, who continue to be more violent and less respectful of authority, receive effective counseling and behavior modification. Other challenges include ensuring that staff secure the juveniles in their care and apply operations memoranda, policies, and procedures in a uniform manner.

Typical problems include emergency situations at the institution, hiring and keeping qualified staff, instilling in staff the desire and ability to deal with troubled youth, and ensuring a balance between the educational requirements of the juveniles and therapy.

F. Decision-making Authority:

Decisions made include staff work assignments and scheduling, shift changes, leave and time sheet approval, training topics and agendas, disciplinary actions for subordinates and juveniles, programming provided to juveniles, room and unit assignments, what groups to assign to work projects, and release of juveniles from the program.

Decisions referred include termination of employees, more secure confinement of a juvenile, when to transfer a juvenile to a different state program, approval of overtime, policy determination, final budget submissions, return of repeat offenders to the program, how to handle sensitive issues, and approval of recommended out placements.

G. Contact with Others:

Daily contact with program and institution staff to coordinate juvenile activities and treatment. Weekly contact with Juvenile Corrections Agents and central Human Services to discuss issues involving juveniles or those who are awaiting program admission; members of the public to discuss work requests, community service requests, requests for juvenile off campus speaking engagements; and parents calling to request information on juveniles or coordinate visits.

H. Working Conditions:

Typical office environment, but works with juveniles who may be violent, disruptive, or verbally abusive.

I. Knowledge, Skills and Abilities:

Knowledge of:

- juveniles' physical and psychological needs, and basic human behavior;
- special problems and disturbances experienced by juveniles;
- the clinical operations memoranda and procedures of the facility of assignment;
- juvenile treatment theories and practices;
- individual and group behavior;
- counseling techniques;
- cognitive therapy practices;
- methods and practices of effective management;
- methods of supervision and control of juveniles in a juvenile corrections facility.

Ability to:

- be a positive role model;
- observe and understand human behavior;
- communicate information clearly and concisely;
- pay attention to and be empathetic with adjudicated juveniles;
- administer a comprehensive program of youth services;
- train, evaluate, and supervise subordinates;
- establish and maintain rapport and supportive relationships with juveniles and coworkers;
- analyze situations from a broad organizational perspective and take appropriate action;
- devise new behavior modification procedures and programs;
- effectively diffuse potentially explosive confrontations between juveniles;
- provide proper responses to safety and security issues;
- devise new behavioral modification procedures and cognitive behavioral programs.