

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Wellness Instructor**

**Class Code: 70640**  
**Pay Grade: GG**

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### **A. Purpose:**

Leads adjudicated juveniles through a program designed to provide a structured and healthy environment enhancing the physical, psychological, and educational well being of the participants.

### **B. Distinguishing Feature:**

Wellness Instructors provide continual guidance regarding personal habits, hygiene, discipline, daily living skills, cognitive responsibility, and acceptable personal behavior to ensure the attainment of positive and socially acceptable lifestyles by the juveniles. They are responsible for the day-to-day instruction and training of adjudicated juveniles in accordance with the operations memoranda and program of instruction; they provide training on wellness activities and life skills subjects; and they provide self-discipline, self-control, and individual responsibility instruction. Brady Academy Wellness Instructors also teach male juveniles military drill and ceremonies to promote unit cohesiveness, compliance to authority and self-discipline.

### **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. Provides juveniles paraprofessional guidance and counseling to facilitate behavioral changes.
  - a. Assists juveniles in defining and establishing achievable goals.
  - b. Participates as a member of the treatment team by interacting with new arrivals and identifying possible problem areas that could interfere with successful performance improvement.
  - c. Teaches responsible behavioral patterns by reinforcement of positive behavior and the administration of approved consequences for negative behavior.
  - d. Prepares documentation on behavior observations, incidents, for monthly reports, or other types of communications.
2. Demonstrates exercises, leads and supervises physical training sessions for juveniles to enable them to reduce their aggression, enjoy stress relief, and enhance their physical conditioning.
  - a. Monitors all exercising to ensure safety and effectiveness of the exercises.
  - b. Ensures all exercise periods include warm-up and stretching prior to the calisthenics and a cool down period after the exercising to prevent injuries.
  - c. Implements physical education programs and ensures training schedules are followed.
  - d. Implements the physical training evaluation system and monitors participant physical training performance to determine fitness levels of the juveniles.
  - e. Determines the requirement for and conducts additional physical training exercises or sessions to correct noted deficiencies in a participant's performance.
3. Enforces standard operating procedures for performance of tasks by juveniles to promote compliance with operations memoranda and the program of instruction.
  - a. Conducts daily health and contraband searches and inspections to include inspections of foot gear, clothing, personal hygiene, and the condition of dormitories.

- b. Maintains a duty roster, which outlines each juvenile's schooling/training/work assignments, and ensures each program location is provided a copy of the roster.
  - c. Checks with classroom/training/worksite teachers or supervisors to ensure the juveniles are present or accounted for.
  - d. Monitors dormitory activity to ensure safety, security, and full compliance with established guidelines.
4. Directs the activities of and monitors the welfare of assigned juveniles to ensure program objectives are met and safety is assured.
    - a. Ensures appointments are kept and coordinates sick call and emergency leave.
    - b. Maintains a roster of absentees that lists the time of departure, reason, and time of return.
    - c. Ensures juveniles are present at all scheduled activities unless excused.
    - d. Transports and supervises juveniles participating in off-site activities and going to medical appointments.
    - e. Provides first aid treatment for minor injuries and dispenses prescribed medications.
    - f. Ensures juveniles are not physically or emotionally abused or neglected.
  5. Instructs and motivates juveniles on the proper wellness activities to promote healthy internal lifestyles changes, teamwork, discipline, responsible thinking, and acceptance of authority.
  6. Presents Life Skills classes to ensure juveniles receive a foundation of basic values and information on which to build a better life.
  7. Performs other work as assigned.

**D. Reporting Relationships:**

The Wellness Instructor reports to a Treatment Director, Senior Drill Instructor, Lead Worker, or a Program Manager.

**E. Challenges and Problems:**

Challenged to be a role model for juveniles while demanding total adherence to program rules, respect for authority, and acceptance of responsibility for one's own actions. This may be difficult because the juvenile may have never been required to conform to any rules or be accountable for his or her actions. Another challenge is balancing training, education, and discipline with positive re-enforcement so as to improve the demeanor of the individual while instilling life skills and values that will decrease recidivism.

Typical problems include maintaining accountability for the juveniles when they are working or attending appointments outside of the complex. Another problem is permanently changing behavior in a matter of weeks that was learned over a period of years.

**F. Decision-making Authority:**

Decides when standards are exceeded, met or not achieved; when additional training is needed; when and how to apply the type of approved discipline for rule infractions; when and how to apply positive motivation and positive re-enforcement; and deciding when additional privileges are earned.

Decisions referred to a supervisor include approval of emergency leave, dismissal of youth from the program, requests to change or modify scheduled activities, and specific curriculum to be taught.

#### **G. Contact with Others:**

Daily contact with assigned juveniles, other faculty staff and the reporting authority for instruction and evaluation of juveniles' progress. Ongoing contact with on-campus teachers, medical and mental staff, youth counselors and youth supervisors to assess assigned juveniles' development. Periodic contact with juvenile corrections agents, psychologists, educators, social workers and other aftercare workers to discuss the juveniles' progress and needs.

#### **H. Working Conditions:**

Works in dormitories, classrooms, offices, and outside on the physical training field and at worksites in changing terrain and climatic conditions. The incumbent is subject to the possibility of injury due to confrontations with juveniles or visits to a variety of worksites.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- the operational concepts of wellness activities for juveniles;
- physical and outdoor recreation;
- basic human behavior;
- safety and security procedures and practices;
- appropriate health protocol for juveniles;
- effective methods of motivation.

Ability to:

- be a positive role model;
- communicate information clearly and concisely;
- observe and recall juvenile behavior, surroundings, and events;
- maintain order and structure among juveniles;
- instruct, motivate and mentor program attendees on appropriate behaviors, tasks, and/or skills for success;
- make effective decisions in emergencies;
- participate in and lead physical training, outdoor recreation and groups life skills classes;
- perform CPR and 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.