



Office of Human Resources  
Youth Counselor - CA2670  
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### General Statement of Duties

Performs standard level professional work providing individual coaching, conducting behavioral/social/educational skill development group sessions to youth in a residential treatment setting, assisting in the development and implementation of youth treatment plans, and executing behavioral/educational programs.

### Distinguishing Characteristics

This class performs standard level professional work providing individual and group counseling to youth in a residential treatment setting. This class is distinguished from a Youth Worker that performs paraprofessional work providing supervision, implementing behavioral/educational programs for youth residents, maintaining a safe environment where youth are housed and involved in programmatic activities, observing and documenting the interaction and behavior of youths engaged in various daily activities, and working in collaboration with other professional staff to establish and/or meet the goals of the treatment plan. The Youth Counselor is distinguished from the Youth Counselor Supervisor that performs supervisory duties over youth counselors who provide individual coaching, conduct group sessions, and assist in the development of treatment plans for youth in a residential treatment facility.

### Level of Supervision Exercised

By position, performs lead work.

### Essential Duties

Monitors and supervises youth in a residential treatment facility, observes the interaction and behavior of youth while engaged in various activities, and maintains a safe and secure living environment where youth are involved in programmatic activities.

Provides individual coaching, conducts behavioral/social/educational skill development group sessions, establishes rapport and trust with youth, observes behavior patterns of youth in order to detect signs of depression, anger, and/or other emotional problems/issues, and implements behavior management programs/techniques and appropriate intervention techniques.

Acts as a team member with caseworkers and other professional staff members to develop treatment plans for youth involved in a residential treatment program, reports and documents a youth's progress, incidents, and treatment issues, attends youth staffing's, and communicates with team members the specific needs and issues of each youth and observations/concerns from group and individual sessions.

Maintains close supervision over youth to prevent self injuries, accidents, fights, and/or other negative incidents and responses to emergency situations which may require physically subduing and/or restraining youth in order to ensure the safety and security of facility residents and staff.

Receives supervision from clinical staff related to interaction patterns with clients and other work related issues and participates in trainings and workshops to enhance work performance and professional growth.

Prepares daily youth interactions entries, incident reports, and other required documentation and reports.

Administer medications to youth and ensures documentation is completed in the prescribed manner.

By position, acts as a lead/primary staff member including responding to emergency situations, ensuring medication is administered accurately, training staff and volunteers, and making sure appropriate paperwork is completed for any incidents that occur in the facility.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

**Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Interpersonal Skills** – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

**Oral Communication** – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Problem Solving** – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Reading** – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Writing** – Writes in a clear, concise, organized, and convincing manner for the intended audience.

### **Knowledge & Skills**

Knowledge of the theories and practices of counseling and case management sufficient to be able to perform the duties related to the work assignment.

Knowledge of the emotional needs of families and children sufficient to be able to perform a variety of duties related to the work assignment.

Ability to respond to emergency situations which may require physically subduing and restraining of clients.

### **Education Requirement**

Bachelor's Degree in Sociology, Psychology, Human Services, Child Development, or a related field.

### **Experience Requirement**

One (1) year of experience implementing behavioral and/or educational programs for youth and assisting in developing and implementing treatment plans.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Subject to varying and unpredictable situations.

Subject to many interruptions.

Subject to applying self defense and/or restraining procedures.

**Level of Physical Demand**

3-Medium (20-50 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Carrying: transporting an object usually by hand, arm, or shoulder.

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Crawling: moving about on hands and knees or hands and feet.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: Making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

**Background Check Requirement**

Criminal Check

Employment Verification

Education Check  
By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: A-617**  
**FLSA Code: N**  
**Established Date: 9/21/2018**  
**Established By: LS**  
**Revised Date:**  
**Revised By:**  
**Class History:**