



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

YOUTH WORKER III

Job Number: 20001173

Job Code: 64030V161016

Job Group: 6400 - JUVENILE JUSTICE

Job Established: 06/01/1997

Job Revised: 10/16/2016

Grade: 10	Salary (MIN - MID):	Special Entrance Rate:
	\$12,345-\$16,355 - Hourly	NONE
	\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary	NONE
	\$2,139.80-\$2,834.88 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Co-leads group counseling sessions for youth assigned to a group home, day treatment, residential or detention facility. OR Coordinates and provides transportation for committed youth; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have three years of experience in the supervision and care of young adults (ages 12-21) in a residential, correctional, group home, detention or day treatment program. OR Three years of experience working in a community office setting providing transportation services to court committed young adults (ages 12-21).

Substitute EDUCATION for EXPERIENCE:

College will substitute for the required experience on a year-for-year basis. OR Successful completion of the Department of Juvenile Justice Training Academy or equivalent training program approved by the Commissioner of the Department of Juvenile Justice will substitute for two years of the required experience

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to appointment in this classification. Must successfully complete the Department of Juvenile Justice Training Academy within six months of appointment. <http://www.djj.ky.gov/> Must maintain any required

licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Heads and/or co-leads group counseling sessions. Assists in the development and revision of treatment plans using expertise and past experiences. Oversees security checks and the transportation of youth. Provides advice to shift supervisor on staffing issues. Monitors and oversees the daily activities and prescribed routines of youth in areas such as study time, recreational activities, meals, personal hygiene and work details. Ensures the safety and security of youth. Demonstrates the proper use of tools and equipment. Identifies behavioral problems and maintains a log of observations. Provides guidance and informal counseling to youth relative to individual treatment plans. Ensures that counselors and shift supervisors are made aware of youth's behavioral problems. Monitors daily nutrition of youth. Supervises housekeeping functions. Participates in scheduled staff meetings and individual treatment planning conferences. Completes incident reports. Ensures that youth are aware of their rights and advises youth as to the proper procedures for filing complaints. Performs inspections and ensures the security of potentially hazardous materials. Mediates conflict as prescribed by facility policies and procedures. Coordinates and provides transportation of committed youth to and from facilities or authorized places. May be required to obtain a Commercial Driver's License (CDL) to provide transportation in a 16+ passenger vehicle.

UNIQUE PHYSICAL REQUIREMENTS:

Incumbents must be able to exert physical effort in the proper restraint of residents based on behavior. May perform other physical efforts in assisting youth with recreational and work related projects. May exert physical effort in the performance of routine maintenance duties.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Typically works in a day treatment, group home, residential, community office setting or detention facility. May be exposed to hazards and dangers associated with operating a motor vehicle while providing transportation services.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.