

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Youth Specialist Worker – Reception Center
DEPARTMENT: Juvenile Services Center
WORK SCHEDULE: As Assigned
JOB CATEGORY: POLE (Protective Occupations and Law Enforcement)

DATE WRITTEN: June 2020
DATE REVISED:

STATUS: Part -time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Youth Specialist Worker – Reception Center for the LaPorte County Juvenile Services Center, responsible for screening all youth brought to the Juvenile Services Center to determine level of risk and need for placement.

DUTIES:

Screen all youth brought to the Juvenile Services Center to determine level of risk and need for placement. Completes admission intake and discharge/release paperwork. Ability to provide crisis intervention with youth and parents and make referrals to local community resources.

As needed, implements behavior management programs with individual residents, including observing, assessing, and recording resident's behavior, application of consistent behavior based contingencies such as positive and negative reinforcement and implementation of unit rules and regulations, and modification of individual programs as necessary.

Assists residents in mediating disputes, use of time management techniques, and completion of school and related academic assignments; implements crisis intervention therapies as needed.

Records, assesses and communicates pertinent client information to unit staff members, parents/guardians, court officers, and others concerned with the disposition and/or treatment of residents, as needed.

Maintains and updates resident files, including preparation of behavioral statistics and reports.

As needed, assists in planning, scheduling and supervising daily activities of residents.

Reports resident progress and offers recommendation for further therapeutic and/or disciplinary actions to officers of the courts, parents/guardian, private therapists, school and related officials. Occasionally testifies in court.

Responds to unit problems and emergencies, and takes appropriate action as situations demand.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Baccalaureate Degree in Psychology or a related social science, with a minimum of one year experience in a child care facility or a related position, Master's Degree preferred.

Must be at least 21 years of age.

Ability to meet all hiring requirements, including passage of a criminal background check, a medical exam, a drug test, and a tuberculosis (TB) test.

Ability to obtain certification/training in DRAI, IYAS, SASSI, CANS and MAYSI-2 assessments, as well as HWC, First Aid, and CPR.

Must have knowledge of local resources for youth and families such as substance abuse and counseling services.

Working knowledge of legal requirements and standard policies, practices, and general operations of the facility, with ability to apply appropriate procedures to ongoing operations accordingly.

Knowledge of the juvenile criminal justice system and the juvenile code.

Ability to enforce Center rules and regulations, resolve conflicts, and take authoritative action as situations demand.

Ability to accurately complete required reports and documents, apply knowledge of people/locations, and plan/layout assigned work projects.

Ability to safely operate, protect, and maintain a variety of hand and/or power tools, such as screwdrivers, wrenches, mop, broom, files, and vacuum cleaner.

Ability to properly operate standard office equipment, including computer, calculator, copy machine, fax machine, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, juvenile residents and their families, school officials, local law enforcement agencies, social service and mental health agencies, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment on several tasks at the same time, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended hours, regularly work evening and/or weekend hours, and travel out of town, sometimes overnight, for training.

Ability to respond to emergencies and assist in other units as needed.

Ability to perform physical requirements of essential duties.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent monitors facility residents in accordance with Center rules and standard practices and procedures, exercising judgment to effectively prevent and/or resolve conflicts, assure safety and properly document residents' behavior. Incumbent's work is not always subject to close supervisory review, and undetected errors could result in escape of assigned residents, potential harm to residents, self, or co-workers.

Incumbent works within a regular schedule of duties, determining priorities in accordance with supervisor and the Center's requirements. Instructions for new and/or unusual duties are provided by supervisor and work is reviewed periodically and/or upon completion of specific assignments for soundness of judgment, accuracy, and compliance with instructions and requirements.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, juvenile residents and their families, school officials, local law enforcement agencies, social service and mental health agencies, and members of the general public for a variety of purposes, including monitoring residents' behavior, enforcing rules and regulations, providing resident information, resolving conflicts and problems, and coordinating contacts and planning for residents.

Incumbent reports directly to the following chain of command; Counselor and Assistant Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a residential facility and in the field, including working in a confined area, sitting/walking at will, standing/walking for long periods, lifting/carrying objects weighing over 50 pounds when restraining individuals, bending, driving, close vision, and hearing sounds/communication. Incumbent may be exposed to irate/hostile individuals and have to respond to situations involving potential physical harm to self and others.

Incumbent occasionally works extended hours, regularly works evening and/or weekend hours, and travels out of town, sometimes overnight, for training. Incumbent occasionally responds to emergencies and assists in other units as needed.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Youth Specialist Worker – Reception Center for the LaPorte County Juvenile Services Center describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name