



## JOB DESCRIPTION

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**JOB TITLE:** Youth Services Counselor II

**JOB CODE:** 3590

**DEPARTMENT:** China Spring Youth Camp/Aurora Pines Girls Facility

**REPORTS TO:** Youth Facility Manager

**FLSA STATUS:** Non-Exempt

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### SUMMARY OF JOB PURPOSE

Provides direct care and supervision of delinquent adolescents, between the ages of 12 and 18, in a non-secure youth residential treatment facility/camp; assures the safety, health, and welfare of the residents while using counseling, educational, and life skills to build character and encourage the youth's successful transition into their community.

### ESSENTIAL FUNCTIONS

1. Works as a mentor with a small number of assigned residents, assuring that established requirements are being met; maintains order, observes individual and group dynamics to identify potentially high risk youths; assesses behavior; determines rule infractions, determines action to be taken, the details of the incident, and the method used to resolve the problem; assist with disciplinary problems during school sessions; prepares written reports and documentation on a regular basis to record resident's progress and/or incidents observed.
2. Prepares and presents personal development workshops and training sessions; teaches vocational skills, survival skills, basic repair and maintenance techniques and other lifestyle behaviors; provides for and oversees youths in the care and maintenance of the camp grounds and buildings; supervises and instructs youths during work details; teaches and coaches youths during sports activities; leads and instructs youths on wilderness excursions.
3. Interacts with new and current residents to determine any unusual tendencies or behavioral traits or changes in behavior; may facilitate small group counseling sessions and may conduct regularly scheduled group sessions based on cultural diversity, life skills, character development, and both problem-solving and decision-making skills.
4. Oversees activities; modifies activities schedule to accommodate circumstances; trains new staff in procedures; resolves operational problems; maintains oral and written communication with Case Manager and participates in regular meetings to discuss progress of residents and/or resident issues; informs supervisory personnel of any unusual events or operational needs.
5. Administers prescription and non-prescription medication; documents administration of medication; gives first aid as needed, and observes and reports all symptoms of illnesses.
6. Processes youths arriving and departing the camp, including the issuance of clothing, bedding and personal items; inventories and inspects clothing and property brought by the youth and secures for return upon completion of program; provides orientation for new arrival; explains procedures, daily routine and rules of conduct.
7. Escorts youths between camp areas; transports to and supervises youths at out-of-camp appointments or activities in public settings; inspects lockers, sleeping areas and personal items; conducts security checks of the camp buildings; may perform physical searches; adheres to

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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established safety, security, and emergency preparedness protocols to ensure the safety of residents and self.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

High School Diploma or General Education Degree (GED) plus three (3) years of professional experience working with youths in a social service, juvenile justice, law enforcement setting, or other closely related environment; OR, one (1) year professional experience working with youths in a social service, juvenile justice, law enforcement setting, or other closely related environment and a Bachelor's Degree in Social Service, Sociology, Juvenile Justice, Psychology, or other closely related field; OR any combination of education, youth work experience, law enforcement, or military service, that could provide the desirable knowledge, skills and abilities.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, juveniles, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of available youth and community resources; Nevada laws pertaining to rights of minors; problems of low-income and delinquent youths; cognitive behavioral therapy and/or rational emotive behavior therapy techniques; group and individual counseling techniques. Knowledge of modern office management principles and practices, including the ability to use personal computers as well as a variety of software packages in the production of documents and in retrieving data. Ability to respond to, and make decisions, under stress of emergency and confrontation; remember and make a written record of observations and actions taken; communicate effectively with individuals in a variety of different emotional states, from a variety of backgrounds, and with different educational backgrounds and mental capacities; ability to maintain confidential records and reports; analyze, interpret, and report research findings.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License with an acceptable driving record; CPR, First Aid, AED, and Blood Borne Pathogens certifications required within first three (3) months of employment; JIREH Safe Physical Management Certification and training required within the first six (6) months of employment; must keep all certifications and licenses current throughout duration of employment.

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#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORKING ENVIRONMENT**

Work is performed in remote, non-secure juvenile residential facility/camp; work involves intense concentration on activities going on around one's location on a constant basis throughout the entire work shift. Work may involve personal danger and exposure to hazardous situations; requires physical ability to subdue argumentative individuals. Must maintain a level of physical fitness to meet Department standards; must be able to work during weekdays, weekends, and holidays on any assigned shift; while performing the duties of this job, the employee is occasionally exposed to wildlife and outside weather conditions.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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