

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

YOUTH COUNSELOR SUPERVISOR

DEFINITION

Under general supervision, performs and supervises counseling and therapeutic work, directs a cottage unit or a detention unit in a treatment and habilitation program for adjudicated delinquents at a state institution; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Plans and reviews a cottage life treatment program for delinquent adolescents in unit of responsibility.

Supervises a small staff of Youth Counselor and Youth Services Worker positions assigned to unit of responsibility.

Provides intensive long range, treatment oriented counseling for residents; may be performed in large groups, small groups, or individually; provides leadership or guidance in conduction of group sessions.

Interviews families of residents; secures, verifies, and evaluates information concerning residents' homelife, family relationships, delinquent history, or other pertinent social factors; prepares and reviews social histories, progress notes, pre-release summaries, and other various reports; may refer to family therapy unit, or be a member of a family therapy team.

Trains subordinate counselors in methods, practices, and techniques of diagnoses and treatment, interviewing, and counseling.

Confers with social work, medical, psychology, education, administrative and other professional staff members in regard to the problems of youth in unit of responsibility.

Participates in and directs staff meetings and diagnostic case evaluations; pursues treatment plans developed.

Coordinates cottage activities with institutional objectives.

Outlines to Youth Services Workers proper procedures in handling individual youths in the cottage or detention unit; interprets technical terms pertinent to treatment plans to Youth Services Workers.

Directs maintenance of standards of sanitation, security, discipline, and order; responsible for order of needed maintenance and repair for facilities of unit.

Visits prospective employers or public school officials, occasionally, to facilitate placements of youth.

Conducts correspondence concerning youth in area of responsibility as required.

COMPETENCIES REQUIRED

Knowledge of human growth and behavior; especially as it relates to juvenile delinquency.

Knowledge of social factors relating to juvenile delinquency and their relationship to development of treatment plans.

Knowledge of terminology encountered in the development and use of a treatment plan for maladjusted youth.

Knowledge of the means of group supervision and discipline.

Knowledge of the laws, rules, regulations, and procedures effecting the program as offered at the institution.

Knowledge of the basic principles of supervision.

Ability to plan, direct, and coordinate the work of subordinates.

Ability to recognize and report behavior patterns, and develop treatment plans to correct deviant behavior; i.e., to solve intensive casework problems.

Ability to establish and maintain satisfactory work relationships with residents, staff, and the public.

Ability to communicate effectively both orally and in writing.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university with a minimum of twelve semester hours in child development, criminology, mental health, psychology, social work, sociology, or closely related area and the equivalent of three years of full-time employment working with youth and/or adults in the above areas or closely related area at a level comparable to Youth Counselor, Social Worker 2, or above;

OR

a Master's degree in the above areas or closely related area and one year of the above experience;

OR

an equivalent combination of education and experience substituting one year of the above experience at a level comparable to a Youth Services Worker or above for each year of the above education up to a maximum of four years shall be considered as qualifying;

OR

the equivalent of eighteen months of full-time employment as a Youth Counselor in the state classified service shall be considered as qualifying.

Effective Date: 6/89 CGP