

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
YOUTH COUNSELOR

DEFINITION

Under immediate to general supervision, performs counseling and therapeutic work, in a treatment and habilitation program for adjudicated delinquents and children in need of assistance 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 treatment program for delinquent adolescents and children in need of assistance in a unit of responsibility.

Provides long range, treatment oriented counseling for residents; may be performed in large groups, small groups, or individually.

Interviews families of residents; secures, verifies, and evaluates information concerning residents' home life, family relationships, delinquent history, or 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.

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

Participates in staff meetings and diagnostic case evaluations; monitors treatment plans developed, and assumes primary responsibility for each assigned case.

Coordinates unit activities with institutional objectives, and assists unit director in developing a therapeutic environment.

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

Participates in maintaining of standards of sanitation, security, discipline, and order.

Visits prospective placements occasionally, to facilitate transition plans of youths.

Initiates correspondence concerning youths in area of responsibility as required and provides appropriate documentation of case progress.

Participates in supervision of cottage recreational treatment, off-campus, and special activities as required.

Provides transportation for youths as needed.

COMPETENCIES REQUIRED

Knowledge of human growth and behavior, especially as it relates to problems of adolescent conduct disorder.

Knowledge of social factors relating to adolescent behavior problems and their relationship to development of treatment plans.

Knowledge of terminology encountered in the development and use of a treatment plan for court placed maladjusted youths.

Knowledge of the methods of group supervision and discipline.

Knowledge of the laws, rules, regulations, and procedures affecting the program at the institution.

Knowledge of alcohol and drug addiction counseling.

Ability to develop techniques and acquire skills in interviewing, counseling, and casework.

Ability to recognize and report behavior patterns, and to incorporate this information into the development of treatment plans to correct dysfunctional behavior.

Ability to deliver alcohol and drug addiction counseling services.

Ability to train other employees on the therapeutic implementation of treatment plans.

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

Ability to interpret and apply laws, rules, and regulations, policies and procedures governing the institution.

Ability to communicate effectively both orally and in writing.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates all clients and customers providing quality professional service.

Displays a high level of initiative, effort and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding 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;

OR

the equivalent of one year of full-time employment working with youths and/or adults in the above areas or closely related area at a level comparable to Youth Services Worker or above may be substituted for each year of the required education up to a maximum of four years;

OR

any equivalent combination of the above education and experience shall be considered as qualifying;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of 12 months of full-time experience as a Youth Services Technician shall be considered as qualified.

NECESSARY SPECIAL REQUIREMENTS

Designated positions in this job class require applicants to obtain the required Chauffeur's License and endorsements within a period of time as determined by the appointing authority at the time of hire.

Effective Date: 12/10 BR