

Youth Care Specialist

Definition:

Under direction, to be the lead staff of an assigned unit or program function. Be responsible for the supervision, care and custody of minors; and to do related work as required.

This is the advanced journey level in the flexible classification of the Youth Care classification series. Incumbents are expected to conform to all aspects of Title XXII regulations set forth by the state in Division 6 (Group Homes), and TSCF (Interim Licensing Standards). Youth Care Specialist are expected to perform with a high degree of technical competence and independence. They may assist in training coworkers and oversee special projects. There is a responsibility for planning and directing the work of assigned subordinate staff engaged in overseeing the activities of minors at all Department of Human Services locations, including at the A. Miriam Jamison Children's Center (JCC), a temporary shelter care facility (TSCF) for abused and neglected minors, licensed by the state of California.

This job classification requires the applicant to be willing to work any shift of a 24-hour period, 80 hours in a two-week pay period, and work in outlying County areas.

Essential Functions:

- Plans, assigns, instructs and supervises the work of subordinate staff;
- Ensures minors are safe in all areas of the facility;
- Counsels and mentors minors regarding individual and family problems;
- Provides orientation for new staff and new residents;
- Interacts with parents, caregivers, other county employees, contracted vendors, law enforcement agencies and public;
- Supervises the work activities, recreation, care of clothing, personal hygiene needs and the conduct of minors in a group living situation;
- Maintains routine and confidential paperwork, drafts written reports, and creates, merges, retrieves, and stores case files;
- Provides de-escalating interventions and crisis communication to prevent injurious behaviors;
- Administers appropriate discipline and setting of limits for unwanted behaviors;
- Transports minors to outings, including but not limited to, appointments, family visits, court appearances, school or education program, placements and for health needs, including doctor and dentist visits, medication appointments, lab work, and medical clearances, as well as other reasons;
- Obtains and processes urine samples for voluntary and court-ordered drug tests;
- Supervises court ordered family and minor visits and provides documentation;
- Performs direct supportive services such as shopping for food and clothing, cleaning, laundering, running errands, etc. as needed;
- Assists Social Services Workers and Law Enforcement Agencies by providing transportation of minors placed into protective custody from point of contact to JCC as needed;
- Bathes children and changes diapers as necessary;

- May testify in court;
- Observes and prepares concise and clear written reports concerning the attitudes, behavior, and adjustment of minors;
- Receive and log medications for residents;
- Administer medications to residents and complete medical record documentation;
- Attends staff conferences, meetings and training sessions;
- Performs related tasks as directed.

Employment Standards:

Completion of 30 semester units or 45 quarter units, AND Two (2) years of experience supervising juveniles or adults in a group setting;

OR

Any equivalent combination of training, education and experience.

One additional year of college may be substituted for one year of required experience.

Possession of a valid California Motor Vehicle Driver's License is required at time of appointment.

Knowledge of: The development, behavior, physical and psychological needs of minors; knowledge of Human Services Department programs, policies and procedures. Principles and methods of childcare; principles and techniques of counseling; basic report writing; Standard English usage for grammar, punctuation, and spelling.

Ability to: Plan, assign, instruct, evaluate and supervise the work of subordinate staff; gain the respect and cooperation of minors; enforce rules and regulations; prepare concise and clear reports. Transport individuals in a county vehicle; follow oral and written instructions; communicate effectively orally and in writing; communicate effectively with persons from a variety of social, cultural and economic backgrounds; work effectively with children and adults in crisis situations; work effectively with physically and/or mentally handicapped persons; recognize signs of abuse and report abuse according to departmental protocol; use both a filing and automated system to input, file and retrieve information; and respect confidentiality.

Supplemental:

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.