

## **Youth Care Associate**

### **Definition:**

Under direction, to be responsible for the supervision, health and welfare of minors under the jurisdiction of the Department of Human Services; and to do related work as required.

This is the entry level within the Youth Care flexible 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). Duties can be performed at the department's temporary shelter care facility (TSCF) for abused and neglected minors, licensed by the state of California or at other Department of Human Services locations in the Child Protective Services Bureau. Incumbents are given on-the-job training in the supervision, protection, care, interaction, and counseling of minors individually and in groups. Work is performed in accordance with established rules and procedures and is reviewed by supervisory staff through personal observation and review of work product. Incumbents function as mandated reporters and are trained to observe for indicators of abuse.

Promotion to Youth Care Specialist is considered on a merit basis subject to recommendation of the Department Head and approval of Human Resources.

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:**

- Supervises minors in individual or group settings, which may include court ordered family and minor visits;
- Ensures minors are safe in all areas of the facility;
- Counsels and mentors minors regarding individual and family problems;
- Provides orientation explaining the purpose, rules and program elements of the facility;
- Interacts with parents, caregivers, other county employees, contracted vendors, law enforcement agencies and the public;
- 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;
- Oversees health and personal hygiene needs and the conduct of minors in a group living situation;
- 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;
- Plans, organizes and engages in group activities and work assignments;

- Performs direct supportive services such as shopping for food and clothing, cleaning, laundering, running errands, etc. as needed;
- Bathes children and changes diapers as necessary;
- Obtains and processes urine samples for voluntary and court-ordered drug tests;
- 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;
- May testify in court;
- May attends staff conferences, meetings and training sessions;
- Performs related tasks as directed.

**Employment Standards:**

Completion of 30 semester units or 45 quarter units of college coursework, preferably including courses in the social or behavioral sciences; or any equivalent combination of training, education and experience.

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

**Knowledge of:** The growth, development, needs and problems of children and adolescents; principles and methods of child care; knowledge of social casework, interviewing, and group work, principles and techniques of counseling; basic report writing; standard English usage for grammar, punctuation, and spelling.

**Ability to:** Prepare records and reports; get along well with minors to win their confidence and respect; 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.