

SENIOR YOUTH WORKER

DISTINGUISHING FEATURES OF THE CLASS:

This is a senior counseling position which leads and participates in the Division of Youth Services under the Department of Community & Family Services. As a Senior Youth Worker, this employee is responsible for intake, assigning cases and workflow to Youth Workers/Case Managers, providing counseling and referral services, and reporting on data and outcomes of clients involved in the program. Work is performed under the direct supervision of the Division Director of Youth Services with latitude allowed for the exercise of independent judgment. Supervision is exercised over the work of Youth Workers/Case Managers and support staff of the Division.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Provides direct counseling and referral services to youth and their families at various locations;
2. Conducts or reviews all evaluation intakes and makes appropriate assignments of cases;
3. Reviews counseling plans developed by staff and suggests modifications;
4. Establishes and maintains community contacts with referral agencies for the enhancement of services;
5. Must keep abreast of changes in needs and services of youth and recommends modifications to service and referral methodologies;
6. Participates in and provides appropriate guidance and/or direction in all necessary paperwork of the office including case documentations, monthly reports for Youth Board, etc.;
7. Attends meetings with other agencies or public meetings to explain services provided to the community;
8. Supervises and/or directs the work of Youth Workers/Case Managers and support staff assigned to the Division of Youth Services;
9. May plan and implement various crime and delinquency prevention programs in such areas as Child Abuse/Sexual Abuse, Personal Safety, etc.;
10. May complete reports that require compiling client statistics and outcomes.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of the principles, methods and practices of social work and dealing with social problems of youth;

Knowledge of community resources and how to use them;

Knowledge of basic interviewing and counseling techniques;

Knowledge of counseling services available for client referral;

Ability to establish and maintain successful relationships with youth and with community and law enforcement agencies;

SENIOR YOUTH WORKER (Cont'd)

Ability to perform intakes and assign cases;
Ability to prepare reports;
Ability to communicate and work effectively with a wide range of people;
Ability to perform administrative duties;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Graduation from a New York State registered or regionally accredited college or university with a Master's degree in Social Work, Sociology, Psychology, Counseling or a closely related field and one (1) year of full-time paid work experience in youth counseling;
- OR: (B) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree in Social Work, Sociology, Psychology, Counseling or a closely related field and three (3) years of full-time paid work experience in youth counseling;
- OR: (C) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree and four (4) years of full-time paid work experience in youth counseling;
- OR: (D) An equivalent combination of education, training and experience as indicated in (A), (B), and (C) above.

SPECIAL REQUIREMENT:

Possession of a valid New York State Driver License at time of appointment and to maintain position.

HU2201

ADOPTED: 05/25/77

REVISED: 11/14/79

03/05/80

10/11/84

07/15/88

04/03/89

04/26/89

07/01/91

01/01/11

07/27/16

12/30/16