

SUPERVISING YOUTH WORKER

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory and counseling position with administrative responsibility found in the Youth Services Unit of the Dutchess County Youth Bureau and various other municipalities. This employee supervises the provision of counseling and referral services, in addition to directly providing such services. This employee is also responsible for the administration of the unit, which includes writing grant proposals, budgeting, scheduling, work assignments, etc. Work is performed under the direct supervision of the Executive Director or division head with latitude allowed for the exercise of independent judgment. Supervision is exercised over the work of Youth Workers and support staff of the unit.

TYPICAL WORK ACTIVITIES:

1. Provides clinical supervision to Youth Workers and administrative supervision to all staff in the unit;
2. Provides direct counseling and referral services to youth and their families at various locations;
3. Conducts or reviews all evaluation intakes and makes appropriate assignments of cases;
4. Provides case reviews of all cases on a regular basis to monitor appropriateness of service, verify record for completeness and assure recommendation for more intensive therapy treatment if warranted;
5. Reviews counseling plans developed by staff and suggests modifications;
6. Establishes and maintains community contacts with referral agencies for the enhancement of services;
7. Must keep abreast of changes in needs and services of youth and modify program and referral accordingly;
8. Supervises and participates in all necessary paperwork of the office including case documentations, monthly reports for Youth Board, etc.;
9. Oversees the management of office activities such as scheduling, budgeting, etc.;
10. Attends meetings with other agencies or public meetings to explain services provided to the community;
11. May plan and implement various crime and delinquency prevention programs for the unit in such areas as Child Abuse/Sexual Abuse, Personal Safety, etc.;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, methods and practices of social work and dealing with social problems of youth; thorough knowledge of community resources and how to use them; good knowledge of basic interviewing and counseling techniques; good knowledge of counseling services available for client referral; ability to establish and maintain successful relationships with youth and with community and law enforcement agencies; ability to plan and supervise the work of others; ability to prepare reports; ability to communicate and work effectively with a wide range of people; administrative ability; tact; good judgment; physical condition commensurate with the demands of the position.

SUPERVISING YOUTH WORKER (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State recognized college or university with a Master's degree in Social Work, Psychology, Counseling, or a related field plus one year of full-time paid work experience which primarily involved the counseling of youth and which must have included some clinical supervision of para-professional or professional staff;
- OR: (B) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree in Sociology, Psychology or a related field plus three years of full-time paid work experience in youth counseling of which one year must have included some clinical supervision of para-professional or professional staff;
- OR: (C) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree and four years of full-time paid work experience in youth counseling of which one year must have included some clinical supervision of para-professional or professional staff;
- OR: (D) Graduation from a regionally accredited or New York State recognized college or university with an Associate's degree in Sociology, Psychology, or a related area and five years of full-time paid work experience in youth counseling of which one year must have included some clinical supervision of para-professional or professional staff;
- OR: (E) An equivalent combination of training and experience as indicated in (A), (B), (C), and (D) above.

SPECIAL REQUIREMENT:

Possession of a valid driver's license.

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