

GENERAL DESCRIPTION OF CLASS

The GROUP LIFE COORDINATOR (GLC) 2 oversees daily living activities, cares for and guides youth offenders or at-risk youth assigned to a cottage, camp or other living unit.

DISTINGUISHING FEATURES

This is the second level of a three-level series. Independently caring for and guiding youth offenders or at-risk youth assigned to a cottage, camp or living unit distinguish it from the entry level. GLC 2's work without the close supervision and work review characteristic of the entry level. The lack of responsibility for the operation of a cottage when the supervisor is absent distinguishes it from the next higher level.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed below and other related duties.

1. Oversight and Security

Oversees youth during meals, showers, free-time periods, work and other daily activities. Watches sleeping area during night and makes regular telephone calls to security to report on cottage security. Searches youth for unauthorized articles such as weapons or drugs. Searches living area for unauthorized items. Observes to prevent escapes/walkaways or assaults. As necessary, physically restrains hostile youth. Responds to emergency calls.

Instructs youth on personal hygiene and proper dress. Assigns work to youth such as housekeeping, laundry, meal preparation, and general cottage maintenance. Listens to and converses with youth. Gives out medication as prescribed by doctor.

Completes daily log book to record the behavior and attitude of the youth during assigned shift, significant or dangerous incidents and other related information. Records youth's daily level of privilege status. Prepares reports on youth's behavior, attitude, and actions for counselor or supervisor.

2. Treatment Program Participation

Participates in team meetings or case reviews with counselor or parole officer to evaluate the needs of the youth in the cottage or living unit. Reports on youth's progress. Assists with development or modification of individual treatment programs. Aides the counselor in large and small group treatment meetings by clarifying comments made by youth about activities, progress and problems. May lead small group sessions.

3. Recreational Assistance

Helps plan and schedule intramural recreational activities. Teaches youth sportsmanship. May guide youth and teach survival skills on wilderness trips such as backpacking, mountain climbing, etc.

4. Miscellaneous

Transports youth to doctor or home visits. Does minor maintenance, food preparation, janitorial and housekeeping work. Orders supplies.

RELATIONSHIP WITH OTHERS

The GLC 2 has daily in-person contact with youth offenders or at-risk youth to give them care and guidance and to direct their activities. The GLC 2 also has regular in-person or telephone contact with other staff in the facility to plan campus recreation activities, request maintenance repairs, or coordinate youth care and treatment. Some GLC 2's have occasional contact with parents or guardians to discuss the youth's progress.

SUPERVISION RECEIVED

The GLC 2 works under general supervision from a cottage or living unit supervisor who assigns tasks through written or verbal instructions. Work review is through daily review of the log book and during informal meetings to ensure appropriate care and to discuss any problems or concerns the employee may have with a youth.

State and federal laws and regulations pertaining to the institutional care of youth offenders or at-risk youth and their rights guide the employee. Additionally, facility policies and procedures govern the safety and security of the youth. The case log report and treatment plan give guidance for the rehabilitation of the youth.

GENERAL INFORMATION

Some positions in this class work varying shifts.

KNOWLEDGE AND SKILLS (KS)

Basic knowledge of the techniques used to guide, care for, and train of youth offenders or at-risk youth.

Skill in interpersonal relations, at times in a hostile or confrontational setting.

Skill in writing reports

Skill in oral communications.

Skill in applying laws, regulations and guidelines to differing individual situations.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 4/90

Revised 3/97

STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division