

GENERAL DESCRIPTION OF CLASS

The GROUP LIFE COORDINATOR (GLC) 3 runs a living unit or cottage for youth offenders or at-risk youth during the absence of the cottage manager (covering two shifts as part of a seven-day workweek) and assists with the overall management of the unit.

DISTINGUISHING FEATURES

This is the third level of a three-level series. Responsibility for the operation of the cottage or living unit during the absence of the cottage manager distinguishes it from the lower level. This includes directing lower-level Group Life Coordinators on a shift. The GLC 3 also serves as backup group leader for the counselor at least weekly.

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. Staff Direction and Cottage Management

During the absence of the cottage manager, gives day-to-day direction to a shift of employees who are overseeing the daily activities of youth in a cottage or living unit. Gives on-the-job training to new staff and explains cottage rules and regulations, agency policies and procedures, and cottage treatment programs. Assigns and reviews the work of staff. Gives staff performance evaluation input to the supervisor.

Prepares monthly statistical reports which show the numbers of resident population, off-campus visits, assaults, drug abuse, paroled residents, etc. Completes fire and safety reports.

2. Oversight and Security

Oversees youth during meals, showers, free-time periods, work and other daily activities. Orients new youth to their specific treatment program. Instructs youth in cottage rules and regulations. Listens to and converses with youth. Gives out medication as prescribed by doctor. Disciplines youth who act out. Instructs youth on personal hygiene and proper dress. Assigns work to youth such as housekeeping, laundry, meal preparation, and general cottage maintenance.

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.

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

3. 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.

4. Social and Recreation Coordination

Assists the cottage manager by contacting volunteers to come and speak to the residents regarding specific treatment programs (e.g., alcoholism, drug abuse, or sex abuse) and to educate residents in various areas of health and safety. Help plan and schedule intramural recreational activities.

RELATIONSHIPS WITH OTHERS

The GLC 3 has regular in-person or telephone contact with other staff to assign work and give direction, to plan campus recreation activities, request maintenance repairs, or coordinate youth care and treatment. The GLC 3 has daily in-person contact with youth offenders or at-risk youth to give them the care and guidance and to direct their activities. The GLC 3 also has regular contact with parents or guardians to discuss the youth's progress. The GLC 3 has occasional telephone contact with volunteer groups to ask them to come and speak to residents.

SUPERVISION RECEIVED

The GLC 3 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 or staff member.

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 work varying shifts.

KNOWLEDGE AND SKILLS (KS)

General knowledge of institutional safety and security policies and procedures.

General knowledge of State and Federal laws and regulations pertaining to institutional care of youth offenders or at-risk youth.

Skill in providing care, guidance, and direction to youth offenders or at-risk youth.

Skill in observing residents' behavior, attitude, and actions and preparing daily log and written evaluation reports.

Skill in giving information or instruction orally in groups and on a one-to-one basis.

Skill in maintaining discipline in the cottage or living unit of delinquent juveniles.

Skill in recognizing signs of tension and disorder in cottage or living unit of youth offenders or at-risk youth and responding appropriately to emergency situations.

Skill in leading group discussions.

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.

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