



YOUTH CORRECTIONS UNIT COORDINATOR

6755

GENERAL DESCRIPTION OF CLASS

The YOUTH CORRECTIONS UNIT COORDINATOR assists the Treatment Manager with the overall management of an assigned unit, staff leadership and coordination of the direct treatment for a group of youth offenders committed or assigned to the institution. The Youth Corrections Unit Coordinator participates in the daily operation of the living unit, maintaining safety and security in an environment that moves youth through the treatment plan and transition.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

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 Youth Management

Assist the Treatment Manager in developing a treatment plan for youths assigned to the living unit, addressing problem areas described in the review provided by the committing courts and establishing goals for each youth. Observe, gather data and evaluate treatment plans for assigned youths. May develop and facilitate treatment groups.

Instruct assigned staff in appropriate ways to work with youth, including security, administering medication, interventions, daily unit operations and completing daily written documentation.

Assist the Treatment Manager in developing and coordinating treatment programs by working with professional and support staff about recommended treatments. Lead and direct the follow through of group treatment models and recommendations made by psychologist or psychiatrist. Supports visiting procedures and family involvement with youths. Assist the parole officers in developing after care plans for youth and referring all youth without a post-institutional resource to the Close Custody Review Board.

Maintain security of keys and sharp instruments. Alerts facility security services for staff assistance when necessary.

2. Administrative Support Functions

Assist the Treatment Manager in processing and assuring all new staff members complete the orientation program for new employees. May develop monthly schedules of staff coverage and complete time sheets for the Treatment Manager's signature. Provide staff with pertinent information about policies, rules, expectations, treatment program, etc.

Assist in coaching and critiquing staff's job performance, making sure institution policies, rules and expectations are followed.

Assist the Treatment Manager with the quality and flow of institution documentation. With supervision, complete youth performance records and reports, including petitions to other institutions, monthly reports for the superintendent and reclassification tools.

In the absence of the Treatment Manager, gives day-to-day direction to a living unit. Gives on-the-job training to new staff and explains rules and regulations, agency policies and procedures, and treatment programs. May train staff on implementing and monitoring treatment programs. Assigns and reviews the work of staff. Gives staff performance evaluation input to the Treatment Manager.

RELATIONSHIP WITH OTHERS

The Youth Corrections Unit Coordinator has regular in-person or telephone contact with other staff to plan facility recreation activities, request maintenance repairs, or coordinate youth care and treatment. Daily in-person contact with youth offenders or at-risk youth to give them the care and guidance and to direct their activities. The Youth Corrections Unit Coordinator has contact with parents or guardians and occasional telephone and in-person contact with volunteer groups who have contact with youth.

SUPERVISION RECEIVED

The Youth Corrections Unit Coordinator works under general supervision from the Treatment Manager who may assign tasks verbally or in writing. Work is reviewed through weekly meetings about the programs.

GENERAL INFORMATION

Some positions work varying shifts within the Oregon Youth Authority institutions statewide. Positions are located in close custody facilities, which require strict adherence to security measures at all times. The Youth Corrections Unit Coordinator has daily contact with youth offenders who may exhibit hostile, assaultive behavior, may be required to work flexible or overtime hours and must use appropriate infection-control materials and techniques at all times.

KNOWLEDGE AND SKILLS (KS)**General knowledge of:**

Human behavior and abnormal behavior patterns.
Report writing.

Basic knowledge of:

Correctional institutions and reformation programs.
Criminal justice system and institutional care of at-risk populations.
Juvenile justice systems.
Group dynamics.

Skill:

Recognizing program needs, communicating expectations and maintaining accountability within a structured setting.
Sharing information or giving instruction orally in groups and on a one-to-one basis.
Gathering information and synthesizing it into comprehensive reports.
Providing care, guidance, and direction to at-risk individuals.
Recognizing signs of tension and disorder in a group living environment.
Responding appropriately to emergency 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 1/01

Revised

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