



# STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:

Agency: Oregon Youth Authority

Facility/Operational Area:

New  Revised

This position is (Service Type):

- Classified (C)
- Unclassified (U)
  - Executive Service (Z)
  - Supervisory
  - Non-Supervisory
- Management Service (X)
  - Mgmt Svc - Supervisory (MMS)
  - Mgmt Svc - Managerial (MMN)
  - Mgmt Svc - Confidential (MMC)

## SECTION 1. POSITION INFORMATION

<p>a. Classification Title: <u>Group Life Coordinator 2</u></p> <p>c. Effective (Established) Date: _____</p> <p>e. Working Title: <u>Group Life Coordinator (GLC)</u></p> <p>g. Section Title: _____</p> <p>i. Employee Name: _____</p> <p>k. Work Location (City/County): _____</p> <p>l. Supervisor Name: _____</p>	<p>b. Classification No: <u>C6751</u></p> <p>d. Position No: _____</p> <p>f. Agency No: <u>41500</u></p> <p>h. Budget Auth No: _____</p> <p>j. Union Repr. Code: <input type="checkbox"/> AFSCME (ACC) <input checked="" type="checkbox"/> SEIU (OXN) <input type="checkbox"/> SEIU (OA)</p>
<p>m. Position: <input type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share</p>	
<p>n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt</p> <p style="margin-left: 100px;">If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative</p>	
<p>o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	

p. Eligible for PERS Police and Fire Designation per **ORS 238.005**:  Yes  No

**ORS 238.005(s)** Employees at youth correction facilities as defined in ORS whose primary job description involves the custody, control, treatment, investigation or supervision of juveniles placed in such facilities.

**OR**

**ORS 238.005(t)** Employees of the Oregon Youth Authority who are classified as juvenile parole and probation officers.  Yes  No

The mission of the Oregon Youth Authority (OYA) is to protect the public and reduce crime by holding youth in custody accountable and providing opportunities for reformation in safe environments. We accomplish this mission by providing or contracting for evidence-based and research-informed treatment, classroom education, vocational education, and opportunities for community engagement.

Our vision is that all youth who leave OYA go on to lead productive, crime-free lives. This vision reflects our philosophy that it is important for youth not only to remain crime-free, but also to build positive lives for themselves, their loved ones, and their communities. By becoming productive and contributing members of society, youth can help create a safer, healthier world, and give back to their communities.

The core values that guide us are integrity, professionalism, accountability, and respect. As stewards of the public trust, we display ethical and honest behavior in all that we do. We practice unwavering adherence to professional standards and perform our work competently and responsibly. We conduct our jobs in an open and inclusive manner, and take responsibility for the outcomes of our performance. We treat others with fairness, dignity, and compassion, and we are responsive to their needs. These values support our culture of positive human development, which provides supportive relationships, offers meaningful participation and community connection, and sets high expectations in a safe and opportunity-rich setting where engagement, learning, and growth occur.

We oversee the care and custody of youth ages 12 through 24 who commit crimes prior to their 18<sup>th</sup> birthday. We exercise legal and physical custody of youth committed to OYA by juvenile courts, and physical custody of youth who have been sentenced in adult courts and, due to their age, are placed with OYA. To serve youth, we operate 11 close-custody facilities throughout Oregon and oversee a range of community-based probation and parole options that include residential treatment programs and certified foster care homes. In total, we are responsible for the care and custody of approximately 1,600 youth at any given time. Of those youth, approximately 600 live in close-custody facilities, with the remainder located in community-based settings.

The agency is organized into several key service areas that contribute to the success of the youth we serve. Operational service areas are Community Services, Facility Services, and Health Services. Support service areas are the Director's Office, Business Services, and Development Services. We employ approximately 1,000 staff and operate with a biennial budget of approximately \$391 million Total Funds, of which approximately \$292 million is General Fund.

## SECTION 2. PROGRAM AND POSITION INFORMATION

- a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.**

The Insert name of facility is a secure juvenile correctional facility with a budgeted capacity of insert # youth in custody receiving services for Insert specific facility programs offered/information. There are insert # total staff employed at Insert name of facility.

- b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement, "The primary purpose of this position is to:"**

Provide daily supervision, control, and treatment of adjudicated youth at OYA and youth from Department of Corrections in a secure correctional facility.

The Group Life Coordinator 2 ensures a safe and secure environment for the public, youth and staff. The Group Life Coordinator 2 provides pro-social role modeling by working directly with youth in custody carrying out the specific day to day functions of each unit. This includes coaching, confronting, and correcting the behavior of youth.

This position supports and maintains a dynamic environment that moves youth in custody through a treatment process that promotes the acceptance of responsibility, healthy habits, productive life styles, and socially acceptable conduct.

This position is located in a close custody facility which requires, as a primary responsibility, a strict adherence by each employee to security measures at all times to ensure custody, control and supervision of youth. Security, safety and control take priority over all responsibilities. The employee in this position must be constantly vigilant and aware of potential breaches to safety or security and is required to initiate immediate and appropriate response to such breaches.

**SECTION 3. DESCRIPTION OF DUTIES**

*Regular attendance is an essential function required to meet the demands of this job and to provide necessary services. Employees will do the following:*

*Perform position duties in a manner that aligns with the agency’s core values and promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop positive working relationships with agency staff and managers through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful, and productive work atmosphere.*

**List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.**

**Percentages should not be in fractions (e.g., 7.5%) and not less than 5 %.**

**Note:** *If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.*

% of Time	N/R/NC	E/NE	DUTIES
60%	NC	E	<p><b>SUPERVISION AND CONTROL OF YOUTH IN CUSTODY</b>            Provide continuous direct visual supervision of youth and environment. Conduct welfare checks during the overnight hours and when otherwise stated in policies/procedures. Oversee daily activities; instruct youth in custody on matters of appropriate behavior, personal hygiene, and proper dress.</p> <p>Observe and monitor youth in custody for suicide prevention. Ensure appropriate level of close observation for youth known to be at high risk.</p> <p>Conduct frisk and comprehensive searches of youth in custody for contraband under BFOQ (Bona Fide Occupational Qualifications) guidelines.</p> <p>Conduct security inspections and searches of facility, grounds and state vehicles.</p> <p>Verbally and/or physically intervene to control youth behavior. Physically restrain youth as necessary.</p> <p>Pursue and control youth attempting to escape or run away from secure custody.</p>

% of Time	N/R/NC	E/NE	DUTIES
			<p>Supervise youth in custody during fire, evacuation, heads down, and dorm-in drills and other emergency procedures.</p> <p>Administer medication to youth in custody (under the training and indirect supervision of medical staff) and maintain contact with medical staff to ensure appropriate medical care for youth. Record medication administration, controlled medication counts, medication refusals and errors. Report any youth behavior that may be related to the effects of the medication the youth is prescribed. Report youth illnesses/injuries to appropriate staff for treatment.</p> <p>Administer first aid and other emergency assistance as necessary.</p> <p>Supervise all movement of youth within the facility.</p> <p>Provide secure transport of youth to appointments within the community.</p> <p>Supervise youth performing community based work crew activities where appropriate.</p> <p>Assign, train and supervise youth in custody who are performing chores on living units and jobs within the facility (e.g., maintenance, kitchen, laundry, landscaping, janitorial, etc.). Ensure all equipment and utensils are in place and accounted for.</p> <p>Inspect area of responsibility for sanitation and direct youth to clean and maintain area. Take action to clean and maintain areas that youth cannot access on a daily basis.</p> <p>Control approved youth in custody property to ensure it is stored appropriately and removed when broken or no longer authorized. Perform contraband searches when assigned.</p>
20%	NC	E	<p><b>ASSIST WITH TREATMENT OF YOUTH &amp; FACILITY PROGRAMS</b></p> <p>Support the positive potential of each youth in custody. Acknowledge appropriate behavior, confront inappropriate behavior and address as necessary. Ensure positive acknowledgement is at an appropriate ratio to the negative to promote pro-social behavior.</p> <p>Maintain awareness of any individual youth in custody reformation plans. Ensure that employee interaction with youth in custody is consistent with individual treatment plans.</p> <p>Function as a primary staff for assigned youth in custody:</p> <ul style="list-style-type: none"> <li>• Establish rapport with youth; counsel and guide as appropriate.</li> <li>• Conduct regular one-on-one coaching and mentoring sessions.</li> <li>• Complete documentation reporting youths' problems in the program.</li> <li>• Act as an advocate for youth in custody regarding matters within the facility.</li> </ul>

<p><b>% of Time</b></p>	<p><b>N/R/NC</b></p>	<p><b>E/NE</b></p>	<p><b>DUTIES</b></p>
			<p>As assigned, facilitate/co-facilitate treatment groups and assist with individual treatment programs.</p> <p>May assist with processing and supervision of youth visitation program at the facility.</p> <p>Support treatment program direction and activities that follow the accepted treatment modality.</p> <p>Teach and reinforce pro-social and functional life skill development on an individual and group basis through daily interaction with youth in custody. This includes but is not limited to teaching youth in custody to accept, handle, and exercise responsibility.</p> <p>Assist youth in custody in resolving problems at the lowest level through coaching and counseling. Direct them to youth communication forms, youth grievances and PSO hotline when the problem is not resolved.</p> <p>Assist in the orientation of new youth into the facility/living unit/camp.</p> <p>Assist in the planning, scheduling and supervision of recreational and physical education activities for youth in custody. Teach/reinforce appropriate sportsmanship and team cooperation skills.</p> <p>Assist with educational activities in classroom, treatment groups, and other areas of the facility when needed.</p>
<p>10%</p>	<p>NC</p>	<p>E</p>	<p><b>STAFF COMMUNICATION AND RECORD KEEPING</b></p> <p>Communicate with all facility staff and maintain chain of command on pertinent matters such as shift change, team meetings, written documentation in logbook, etc. Alert incoming staff to potentially serious events that could occur as the result of emotionally disturbed youth, recent threats of violence, suicide watch, etc.</p> <p>Review the Juvenile Justice Information System (JJIS) unit log at the beginning of each shift. Create and record occurrences in shift report.</p> <p>Observe, evaluate, and record youth in custody behavior, attitude and performance on daily grade sheets. Record youth attendance and participation in treatment groups, recreations, vocational/educational activities, and/or community service. Record unusual incidents and critical events in daily logs.</p> <p>Record primary contacts and youth in custody progress in the youth's case plan each month or as required.</p> <p>Prepare Youth Incident Reports (YIRs) on youth incidents that are observed or participated in – including isolation, interventions and refocus options – no later than the conclusion of the work shift, unless unable to for medical reasons.</p>

% of Time	N/R/NC	E/NE	DUTIES
			<p>Record youth attendance in treatment groups, recreations, vocational/educational activities, and/or community service</p> <p>Record youth counts, youth movements, youth comprehensive searches, area searches, inspections, tool counts, and sharp counts.</p> <p>Record medication administration, controlled medication counts and medication refusals. Report to clinic staff any medication errors immediately.</p> <p>Participate in monthly team meetings. Keep current on program directives and other communication related to youth in custody treatment and agency policy/procedure.</p>
10%	NC	E	<p><b>OTHER DUTIES</b></p> <p>Assist with intake and visitation procedures.</p> <p>Run errands on/off facility grounds when assigned.</p> <p>Assist in orientation of new staff.</p> <p>Other duties as assigned.</p>
Ongoing	NC	E	<p>Ensure custody of youth by locking designated lock doors, maintaining security of keys and sharps, being alert to youth behavior, alerting security for assistance when necessary (indicating preparation for or execution of escape, or behavior that could escalate to assaultive or other dangerous incidents). Security and control take priority over all responsibilities.</p> <p>Observe and monitor assigned areas and ensure youth in custody are free from sexual harassment, sexual abuse and sexual assault from other youth in custody or staff. Report incidents to the Professional Standards Office (PSO).</p>
Ongoing	NC	E	<p>Understand EEO (Equal Employment Opportunity), AA (Affirmative Action), Diversity and Cultural Competency principles, and the agency's AA Plan goals and objectives.</p> <p>Promote and foster a positive work environment within agency programs concerning EEO, AA, Diversity, and Cultural Competencies.</p> <p>Attend EEO, AA and other diversity-related training to be aware of diversity and cultural issues.</p>
<b>100%</b>			

**IN ADDITION TO ANY OTHER DUTIES DEFINED, ALL GROUP LIFE COORDINATORS, BY THE NATURE OF THE WORK, ARE REQUIRED TO PERFORM THE FOLLOWING ESSENTIAL FUNCTIONS AS NEEDED AND/OR INSTRUCTED TO MAINTAIN SAFETY AND SECURITY.**

Count and supervise youth in custody. Enforce rules and maintain discipline. Resolve conflicts among youth in custody. Control youth in custody behavior verbally. Escort/transport youth in custody.

Recognize and report suspicious activity. Physically block the movement or action of youth. Defend against physical attacks. Take down and restrain combative youth. Pursue escapees. Apply mechanical restraints.

Conduct clothed and unclothed body searches under BFOQ guidelines. Conduct area searches. Confiscate contraband.

Lock and unlock doors, cabinets, drawers, etc. Control keys. Control and count equipment. Conduct security checks and calls.

Respond to emergencies: riot, escape, suicide, medical, and sit-down strike, power outage, etc.

Respond to natural disasters and fire emergencies.

Monitor use of, handle, and dispose of hazardous materials. Use universal precautions (devices and techniques as outlined in policy/procedure/protocols) to protect from communicable diseases.

## SECTION 4. WORKING CONDITIONS

**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

OYA facilities are tobacco free environments.

Work in a team environment. Help promote and maintain a harmonious work environment.

Daily face-to-face contact with adjudicated youth in custody, and youth from Adult Corrections some of which frequently resist instruction and exhibit verbally hostile or physically assaultive behavior. May be subject to a hostage situation.

Physical exertion to subdue out-of-control, combative, belligerent, hostile youth. May require the use of reasonable force (including restraint equipment) during course of duties or during disturbances or other emergencies.

Potential exposure to communicable diseases. The consistent and effective use of appropriate infection-control materials and techniques is required.

Facilities require 24-hour a day/7-day per week staffing. Weekend/holiday work may be required. Periodic or frequent mandatory overtime may be required with minimal notice. **Because of the nature of their work, all Group Life Coordinator positions are non-strikeable.**

This position is located in a close custody facility which requires, as a primary responsibility, strict adherence by each employee to security measures at all times to ensure the custody, control and supervision of youth. Supervision of youth in custody in variety of environments may include open showers and toilet facilities. Supervision of showers and toilet facilities is governed by BFOQ guidelines.

Staff is expected to be a positive example and role model for other staff and youth in custody. The staff is to be supportive toward and adhere to OYA and facility policies, procedures and local protocols. Being a positive role model includes but is not limited to: reliability, dependability, regular and punctual attendance in order to provide consistent services and provide public safety, neat personal appearance, treating all humans with respect, and being a law-abiding citizen. Each employee is to provide a positive, affirming environment which values their fellow employees and the people they serve.

All OYA employees are expected to work using safe work practices and to follow all policies regarding safe work practices.

## SECTION 5. GUIDELINES

**a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

OYA mission, vision and core values  
 OYA policies, procedures and local protocols  
 Federal rules and guidelines  
 Oregon Revised Statutes (ORSs)  
 Oregon Administrative Rules (OARs)  
 State of Oregon policies and procedures  
 Facility procedure manual and protocols  
 Medical procedure manual  
 SEIU Collective Bargaining Agreement  
 Intergovernmental Agreements  
 Contracts  
 OYA Performance Management System (OPMS)

**b. How are these guidelines used?**

Policies, rules, and statutes establish guidelines on authority to exercise supervision, direction, and control of youth in custody, including the guidelines and limits on appropriate use of force.

Manuals provide official, detailed guidance on operation routine and practice.

## SECTION 6. WORK CONTACTS

**With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?**

**Note:** *If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.*

Who Contacted	How	Purpose	How Often
Youth In Custody	In Person	Supervision/Control/Training/ Mentoring	Daily
Medical Department	Phone/Radio/In Writing	To report illness	Daily
Central Control	Phone/Radio	Security checks	Daily
Kitchen	Phone/Radio	Dietary needs	Daily
Maintenance	Phone/Radio	Repairs	Weekly
School	In Person	Programming	Daily
Parent/Families	Phone/In Person/In Writing	Youth in custody needs	Weekly
Other OYA Staff	Phone/In Person/In Writing	Information/Communication	Daily

**SECTION 7. POSITION RELATED DECISION MAKING**

**Describe the typical decisions of this position. Explain the direct effect of these decisions.**

Determine appropriate course of action in dealing with youth in-group living situations.

Make decisions on living unit housekeeping, maintenance, and request for repairs.

Evaluate youth’s behavior as it relates to reformation plans and privilege levels.

Determine shift activities for youth.

May make decisions to ensure the smooth operation of a shift; such as assignment and review of tasks to youth and division of tasks between co-workers.

**SECTION 8. REVIEW OF WORK**

**Who reviews the work of this position?**

*Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.*

Classification Title	Position Number	How	How Often	Purpose of Review
Principal Executive Manager _____		Work is reviewed through discussion, onsite visits, staff meetings, monitoring reports and written performance appraisals	Daily/Annually	To ensure program fidelity and efficiency.

**SECTION 9. OVERSIGHT FUNCTIONS —THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- a. How many employees are directly supervised by this position? 0  
\_\_\_\_\_
- How many employees are supervised through a subordinate supervisor? 0  
\_\_\_\_\_

b. Which of the following activities does this position do?

- |  |   |
|--|---|
| <input type="checkbox"/> Plan work               | <input type="checkbox"/> Coordinates schedules                      |
| <input type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                       |
| <input type="checkbox"/> Approves work           | <input type="checkbox"/> Recommends hiring                          |
| <input type="checkbox"/> Responds to grievances  | <input type="checkbox"/> Gives input for performance evaluations    |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares and signs performance evaluations |

**SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION**

**ADDITIONAL REQUIREMENTS:** List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This is a public safety position. On a daily basis, the person in this position supervises, controls, and participates in the treatment of youth who have been sentenced to reside in a secure correctional facility because they have been convicted of serious felony offenses. Youth in custody can be angry, hostile, resistive, and verbally and physically aggressive.

All staff is required to demonstrate sensitivity and respect for cultural and individual diversity of youth in custody.

All staff is expected to maintain the confidentiality of youth in custody and maintain the security of personal information pertaining to staff.

**SPECIAL REQUIREMENTS:** List any special mandatory recruiting requirements for this position:

- 1) Must be age 21 or over
- 2) High School Diploma, GED, or equivalent
- 3) Possess a valid driver's license and acceptable driving record
- 4) Pass OYA Physical Abilities Test
- 5) Pass pre-employment drug screening test
- 6) Subject to pre-employment background check, including criminal convictions

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate the following:

**Note:** If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Operating Area	Biennial Amount (\$00000.00)	Fund Type
N/A		

**SECTION 11. ORGANIZATIONAL CHART**

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name, and position number.

**SECTION 12. SIGNATURES**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority  
Signature

\_\_\_\_\_  
Date