



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
1/27/26

Agency: Oregon Youth Authority

Facility/Operational Area: MYCF

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

a. Classification Title: Youth Corrections Unit Coordinator	b. Classification No: C6755
c. Effective (Established) Date: 07/01/2013	d. Position No.: 0514009
e. Working Title: Skill Development Coordinator	f. Agency No: 41500
g. Section Title: MYCF	h. Budget Auth No: 01252520
i. Employee Name: _____	j. Union Repr. Code: <input type="checkbox"/> AFSCME (ACC) <input checked="" type="checkbox"/> SEIU (OXN) <input type="checkbox"/> SEIU (OA)
k. Work Location (City/County): Woodburn/Marion	
l. Supervisor Name: Erica Nunez	
m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	

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 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 18th 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 9 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.

This position is part of the OYA Facility Services which provides secure custody and reformation programming in 10 facilities located throughout Oregon for youth who would represent an unacceptable public safety risk in less- restrictive environments. OYA facilities' programming promotes youth accountability, youth participation in evidence-based treatment, educational and vocational achievement, victim restitution, and community service. Living Unit Manager positions are present at all facilities.

All positions engage in the development and maintenance of a Positive Human Development culture. This culture provides a physically and emotionally safe and secure environment, fosters caring and supportive relationships, provides high expectations and accountability, and encourages meaningful participation and connection to communities with the goal of public safety and positive youth outcomes.

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:"

The primary purpose of this position is to provide proactive intervention and response to behaviorally challenging youth and/or youth requiring conflict resolution by applying and modeling Collaborative Problem Solving (CPS), Trauma Informed Care (TIC), and Positive Human Development (PHD) approaches. This position will work with facility administration to enhance services to youth with the express intent to engage and treat challenging youth in their ideal placement without movement to a behavior management unit.

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
70%		E	<p>Provide proactive intervention and response to behaviorally challenging youth and/or youth requiring conflict resolution.</p> <p>Meet in consultation with living unit multidisciplinary teams to determine need, level of support and interventions required to maintain challenging/aggressive youth on the living unit.</p> <p>Facilitate, with living unit multidisciplinary teams, the Collaborative Problem Solving (CPS) approach, identifying problems to be solved, lagging/lacking skills, and the response to each of the identified problems to be solved and how to prioritize them.</p> <p>Coordinate the development of short term goals to be achieved by youth while receiving support from the Skill Development Coordinator and living unit treatment teams.</p> <p>Respond to youth who are struggling to maintain in school, treatment groups, and/or other designated activities, using Trauma Informed Care approaches and Collaborative Problem Solving to promote program engagement and prevent behavioral destabilization, and collaborate with staff to reintegrate the youth into the daily activities.</p> <p>Monitor and assist with case management and/or intervention for youth identified as having active conflicts with other youth on campus, including youth with Sensitive Case Descriptors.</p>

% of Time	N/R/NC	E/NE	DUTIES
			<p>Assist in daily unit/facility activities, interacting with using Trauma Informed Care (TIC) and Collaborative Problem Solving (CPS) methods.</p> <ul style="list-style-type: none"> • Coach youth using these models for both positive and negative situations. • Model these approaches to coworkers through interactions with youth. • Provide supportive feedback to coworkers regarding their effective use of TIC and CPS, and constructive feedback on areas of improvement. <p>Promote awareness of youth's Advanced Behavioral Directives, Collaborative Problem Solving Plans, interventions and trauma history/responses to improve the effectiveness of third party interventions and special programming considerations.</p> <p>Provide individual skill building sessions with youth as needed.</p>
20%		E	<p>Provide ongoing staff and team development in CPS and TIC. Collaborate and consult with educational staff in TIC and CPS, specifically integrating the youth's ABDs.</p> <p>Model the application of CPS model as it applies to individual youth, including "Plan B" conversations.</p> <p>Assist living unit treatment teams in developing, implementing and updating Advanced Behavioral Directives.</p> <p>Assist in integrating TIC and CPS into treatment program design, direction and implementation.</p>
5%		E	<p>Facility Integration</p> <p>Regularly attend facility management meetings to update, guide, provide feedback and assist facility administration in supporting the development of a PHD culture and utilization of TIC, CPS and CBT approaches.</p> <p>Regularly attends meetings with facility administrative team, managers, and security staff to discuss STM activity.</p>
5%		E	<p>Provide Appropriate documentation</p> <p>Collaborate with the QMHPs in completion of the Advanced Behavioral Directives for youth that receive regular SDC attention.</p> <p>Complete and/or assist others in completing additional Collaborative Problem Solving documentation, such as the Plan B Worksheet, Cheat-sheet, and Tracking Sheet and the Thinking Skills Inventory, for youth that receive regular SDC attention.</p> <p>Other documentation related to intervention and outcome monitoring and tracking, as assigned.</p>
Ongoing	NC	E	Other duties as assigned.

% of Time	N/R/NC	E/NE	DUTIES
			<ul style="list-style-type: none"> • SDC schedule oversight • Primary contact for ULT's for treatment planning and updates for all Youth approved / assigned to Community Safety Protocol • Assisting with IU leadership decision making and delegations from the IU Manager • Case Planning CSP update / intervention oversight • Lead in ongoing Facility CSP program development • Potentially add to the ongoing weekly CSP review meeting.
100%			

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.

All OYA facilities are tobacco free environments.

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

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

Various shifts and days off, including holidays and vacations.

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.

Staff are expected to be a positive example and roll model for other staff and youth. The staff are to be supportive toward OYA and facility policies and procedures. Being a positive role model includes but is not limited to: consistent application of the TIC and CPS models, promoting a PYD culture in every interaction with youth and staff, reliability, dependability, regular and punctual attendance in order to provide consistent services and 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
 Federal rules and guidelines
 Oregon Revised Statutes (ORSs)

Oregon Administrative Rules (OARs)
 OYA policies and procedures
 Facility local protocols

b. How are these guidelines used?

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

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

CPS, TIC, CBT and a culture of PYD provide the framework for youth reformation which this position will be responsible to model, coach and coordinate with challenging youth.

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	Person	Supervise, observe, process, instruct	Daily
Youth families	Person, written, phone	Program contact	Weekly
Facility staff	Person, written, phone	Youth information, health needs, program content, staff training,	Daily
OYA mental health professionals	Person, written, phone	Youth needs	Daily
OYA Central	Person, written, phone	Information, living unit need	Daily
OYA Human Resources	Person, written, phone	Information, coordination	As needed
OJTA	Person, written, phone	Staff training needs	As needed
JPOs/Field Supervisors	Person, written, phone	Program contact	Daily
County Juvenile Courts & Juvenile Departments	Person, written, phone	Seek and give information	As needed
Oregon State Police and local law enforcement	Person, written, phone	Report incidents	As needed
SEIU representatives	Person, written, phone	Staff/contract information	As needed
Dept of Corrections	Person, written, phone	Information, coordination	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

- All job-related decisions have a significant impact on the health, safety and security of staff and youth in the facility.
- Assists MDTs in determining need for program adjustment for youth.
- Promote awareness of youth’s Advanced Behavioral Directives, Collaborative Problem Solving Plans, interventions and trauma history/responses to improve the effectiveness of third party interventions and special programming considerations.
- Assists MDT in treatment decisions regarding youth in assigned living unit.
- Assists MDT in ensuring the smooth operation of the living unit.
- Ensures the safety and welfare of youth.
- All work is performed under indirect supervision.

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
PE/M ____ Facility Superintendents	Varies depending on facility – to be added when pos. is filled	Through scheduled and unscheduled meetings	Weekly or as needed	Share updates and discuss issues

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:

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