

YOUTH SERVICE WORKER ASSISTANT**NATURE OF WORK IN THIS CLASS:**

This is youth service assistance work involving the guidance, observation, security and rehabilitation of youths in a secure residential facility or community-based residential and group living situation.

Employees in this class perform duties under close supervision and after initial orientation and training.

ILLUSTRATIVE EXAMPLES OF WORK:

Assists in the daily guidance of clients in their daily activities.

Assists in the interviews of newly admitted clients.

Performs work in maintaining security of clients at the clients at the Cottage Home or Youth Corrections Unit.

Escorts and transports clients to and from hospitals, court, schools and other approved off campus runs.

Writes incident reports, observation reports and other required reports.

Attends meetings and training activities as required.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn the techniques in communicating effectively, orally and in writing.

Ability to explain the Step Plan Program, standard operating procedures and Personnel Rules and Regulations.

Ability to learn techniques of client supervision.

Ability to learn security measures, basic health, safety and first aid practices and methods.

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Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from high school.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

Established: December, 1993

Pay Grade: E



**ELOY P. HARA,
Executive Director**