

**ASSOCIATE YOUTH DEVELOPMENT SPECIALIST (ACS)**

**General Statement of Duties and Responsibilities**

With varying degrees of latitude for independent judgment and initiative, this class of positions encompasses the provision, supervision, and administration of secure, safe care, and skill-based therapeutic interventions for pre-adjudicated and post-adjudicated youth in juvenile detention facilities and other ACS operated or managed juvenile justice facilities and programs. There are two Assignment Levels within this class of positions. All personnel perform related work.

**Assignment Level I**

Under general supervision, with latitude for the exercise of independent judgment and initiative, supervises, mentors, coaches, and monitors the performance of Youth Development Specialists, and as part of an interdisciplinary team performs tasks such as the following:

**Examples of Typical Tasks**

Supervise, mentor, coach, and monitor the performance of Youth Development Specialists in all aspects of their work.

Guide staff in their work with youth gangs, and in anti-bullying and violence reduction efforts. Support staffs' appropriate use of a youth behavior management system to ensure its consistent application. Develop supervisory skills by attending youth care conferences, training, and by other means.

Work as part of an interdisciplinary team; promote a safe and nurturing environment for the residential units supervised. Participate in interdisciplinary staff meetings. Keep notes and action steps from team meetings. Help staff develop group activities for youth.

ASSOCIATE YOUTH DEVELOPMENT SPECIALIST (ACS) (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Ensure that every youth has an individualized safety plan with goals and is working towards those goals. Confer with colleagues and subordinate staff on youth and staffing issues. Support staff as they advocate for youth and their families.

Respond to calls for help with youth and crises in the facility.

Help plan, monitor and evaluate programs. Ensure staff assigned to living unit have all the equipment and supplies necessary to facilitate program.

Supervise, mentor and coach staff on compliance with policy and procedures concerning health, safety, and security protocols. Oversee performance of personal and area security protocols such as searches and inspections. Monitor staff performance and conduct performance evaluations of subordinate staff.

Manage staff conflict through negotiation and mediation. Support staff in managing youth conflict using crisis intervention methods such as verbal de-escalation, reframing strategies and physical restraint techniques, using the least amount of physical intervention necessary. Debrief staff and youth after all incidents, including those requiring restraints.

Help schedule and deploy staff and manage coverage. Monitor schedules, assignments, and time/leave. Supervise and coordinate youth meals by calling groups to the dining room and carefully monitoring the area. Ensure staff are correctly posted in recreation yards while monitoring the interactions of different youth groups within the yards. Prepare requisitions, records and reports. Support staff development of programmatic and recreational activities for the hall/living unit. Provides direct oversight to staff on school floors.

ASSOCIATE YOUTH DEVELOPMENT SPECIALIST (ACS) (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Act as court liaison or transportation coordinator in Court Services. Confer with judges, court clerks and Probation regarding youth at Family Court.

May perform the duties of a Youth Development Specialist, as needed.

May perform duties of the supervisor in that person's temporary absence, including assuming the role of tour commander.

Assignment Level II

Under managerial direction, with wide latitude for independent action and decision-making, in addition to performing the duties of Assignment Level I, supervises staff on a tour of duty and performs professional administrative work in juvenile care services.

Examples of Typical Tasks

Serve as tour commander on a work shift covering all units, including admissions, court services and contracted services. Assign and supervise all subordinate staff, working within budget and personnel guidelines; assure appropriate staff coverage, authorizing overtime when necessary. Track youth with a propensity for violence or vulnerable youth as part of the Housing Classification System. Promote a safe and nurturing environment for the residential units supervised. Lead staff in designing youth activities. May serve as team leader when Manager is not present.

Monitor and coach Associate Youth Development Specialists Assignment Level I on performance in all areas of work. Advise, encourage and require Associate Youth Development Specialists Assignment Level I to develop their own skills by attending trainings and educational courses.

ASSOCIATE YOUTH DEVELOPMENT SPECIALIST (ACS) (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

Evaluate the performance of Associate Youth Development Specialists, Assignment Level I, and review and approve evaluations of Youth Development Specialists. Provide ongoing praise for good work by supervisors, staff and youth. Ensure youth are treated fairly by staff and oversee the use of a youth behavior management system.

Coach subordinate staff on compliance with policy and procedures, including on health protocols, and on safety and security protocols such as searches, headcounts, bed checks, interventions, and the use of restraints.

Coach subordinate staff on their efforts to help youth develop pro-social, academic and vocational skills; to convene and facilitate groups with youth; and their consistent application of the youth behavior management system. Hold individual and group conferences with Associate Youth Development Specialists Assignment Level I and other staff to ensure their awareness and adherence to all requirements.

Support subordinate staff in managing youth conflict using crisis intervention methods such as verbal de-escalation, reframing strategies and physical intervention techniques, using the least amount of physical intervention possible. Respond to calls for help with youth. Respond to all crises within the facility and direct staff response. Co-facilitate youth mentoring sessions or youth group sessions to address issues and conflicts which are not easily resolved. Debrief supervisors after all incidents, particularly those requiring restraints. Manage conflicts among supervisors using negotiation and mediation skills. Mediate between youth and staff. Review tour incident reports and forward them to managers.

Participate in interdisciplinary staff meetings. Confer with colleagues and subordinate staff on youth and staffing issues. Support supervisors and staff as they advocate for youth and their families. Ensure consistent communication among the teams across shifts.

ASSOCIATE YOUTH DEVELOPMENT SPECIALIST (ACS) (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

Collect and prepare tour reports including facility staff coverage, overtime and incidents. Report all tour incidents to centralized call-in center. Oversee child abuse, Prison Rape Elimination Act, and other mandated reporting processes. Handle notification of critical incidents to the state and to other outside entities. Plan and monitor schedules, assignments, and time and leave. Advise in the preparation of policies and procedures.

Review requisitions for clothing, laundry, equipment, material, supplies. May assist with research studies, case reviews; facility participation in performance assessments and the development of improvement plans.

Qualification Requirements

1. A four year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization, and three years of full-time satisfactory experience working directly with juveniles or young adults (ages 10-24) in a group, community, educational, or institutional setting or program performing recreational, juvenile detention, vocational, mentoring, or anti-violence work; or youth leadership development, young adult leadership development, youth and family health promotion, community organizing with youth and families, and/or closely related activities, which can include internships, volunteer work, athletic programs, or closely related experience; or
2. An associate degree from an accredited college or completion of 60 semester credits of study at an accredited college including or supplemented by two years and three months of full-time satisfactory experience as described in "1" above; or

ASSOCIATE YOUTH DEVELOPMENT SPECIALIST (ACS) (continued)

Qualification Requirements (continued)

3. An associate degree from an accredited college or completion of 60 semester credits of study at an accredited college, including or supplemented by 12 semester credits in social work, counseling, education, recreation, criminal justice, psychology, biology, sociology, human services or a closely related field; and one year and nine months of full-time satisfactory experience as described in “1” above; or
4. A baccalaureate degree from an accredited college including or supplemented by one year and six months of full-time satisfactory experience as described in “1” above; or
5. A baccalaureate degree from an accredited college including or supplemented by 12 semester credits in social work, counseling, education, recreation, criminal justice, psychology, biology, sociology, human services or a closely related field and one year of full-time satisfactory experience as described in “1” above; or
6. A satisfactory combination of education and/or experience equivalent to “1”, “2”, or “3” above:
  - a. Honorable full-time United States military service commanding young adults (up to age 24) may be substituted for experience as described in “1” above, on a year-for-year basis, up to a maximum of two years of military service for two years of experience;
  - b. Academic coursework in social work, counseling, education, recreation, criminal justice, psychology, biology, sociology, human services or a closely related field may be substituted for experience as described in “1” above, at the rate of 12 semester credits from an accredited college for 6 months of experience;

**ASSOCIATE YOUTH DEVELOPMENT SPECIALIST (ACS)** (continued)

**Qualification Requirements** (continued)

- c. General undergraduate education may be substituted for experience as described in "1" above, at the rate of 60 semester credits from an accredited college for 9 months of experience;

However, all candidates must possess a four year high school diploma or its educational equivalent and at least one year of full-time satisfactory experience as described in "1" above .

**For Assignment to Assignment Level II**

In addition to meeting the "Qualification Requirements" above, to be assigned to Assignment Level II, candidates must have at least one year of experience as an Associate Youth Development Specialist - Assignment Level I.

**License Requirement**

For certain positions a motor vehicle driver license valid in the State of New York is required. This license must be maintained for duration of the assignment.

**Additional Requirement**

Section 424-a of the New York State Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities is or has been the subject of an indicated child abuse and maltreatment report on file with the statewide central register of child abuse and maltreatment.

**Direct Lines of Promotion**

From: Youth Development Specialist (52288)                      To: To Be Determined