

**POSITION: YOUTH MANAGER**  
**DEPARTMENT: ROBERT J. KINSEY YOUTH CENTER**  
**WORK SCHEDULE: SHIFT WORK A, B, C, D OR X TEAMS**  
**JOB CATEGORY: POLE**

**DATE WRITTEN: 06/28/04**  
**DATE REVISED: 10/22/2015**

**STATUS: Full-time**  
**FLSA STATUS: NON-Exempt**

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To provide direct supervision of Center residents in a safe, secure and structured environment. Youth Managers are expected to monitor resident's performance while coaching and acting as a role model. Youth Managers are further expected to provide sound judgment and provide creative discipline as necessary. Youth Managers are also expected to assist with compliance with State licensing agency regulations and comply and enforce building and Unit policy and procedures.

**DUTIES:**

Direct supervision of residents, maintain proper positioning  
Interact, coach and reinforce activities of daily living, life skills and group activities  
Manage time to complete shift requirements and maintain unit schedule  
Plan activities and creative use of resident free time  
Provide pro-active approach for crisis intervention and management  
Display initiative and problem solving  
Attend and use training IE: CPI, CPR, First Aid, TIC etc.  
Knowledge of unit, medical and mental health care plans  
Continuously assist and meet needs of each resident  
Effectively manage in an empathetic manner; CHINS, delinquent, pre-delinquent and mentally ill residents.  
Maintain security by providing unit, resident, facility, grounds and vehicle searches  
Be competent in and adhere to, County Employee Handbook, Facility Policy and Procedure Manual, Unit Standard Operating Procedures and Resident Handbook  
Maintain records and documentation through good verbal and written communication skills  
Strong computer skills, proper use of QUEST  
Assist with facility housekeeping as assigned  
Comply with key control  
Proper use of communication tools such as radio and phones  
Maintain good attendance and punctuality  
Remain coachable, helpful and flexible  
Good grooming and consistently complies with uniform expectations  
Maintains personnel file in good order  
Work as a member of cohesive team.  
Other duties as assigned.

**SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak before groups or employees.

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs.

**EDUCATION AND EXPERIENCE:**

High school diploma or general education degree (GED),and one to three months related experience and/or training; or equivalent combination of education and experience. Must be 21 years of age, be able to pass background check for DCS and criminal history and pass random urine drug screens. Be CPI CPR, and first aid trained/certified and PPL license.

**PERSONAL WORK RELATIONSHIPS:**

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, talk, see and hear. The employee is frequently required to stand, walk and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, as well as depth perception and the ability to adjust focus. The employee must be able to physically intervene with aggressive youth utilizing specific training.

**WORK ENVIRONMENT:**

Duties are performed mostly in an environment with moderate noise levels.

This job description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
YES\_\_\_\_\_ NO\_\_\_\_\_

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Applicant/Employee signature

\_\_\_\_\_  
Date