

## **JOB DESCRIPTION**

### **Section 1 - Identifying Data**

**11-OG-03**

Position Number	<b>15-232</b>
Position Title	<b>Youth Service Worker</b>
Incumbent	<b>Vacant</b>
Supervisor's Title	<b>Youth Service Worker – Team Leader</b>
Supervisor's Position Number	<b>15-692</b>
Department	<b>Health and Social Services</b>
Branch/Unit	<b>Youth Justice, Family and Children's Services</b>
Location	<b>Whitehorse</b>
Date Completed	<b>April 2004</b>
Medical Clearance Required?	<b>Yes</b>
Security Clearance Required?	<b>Yes</b>

### **Section 2 - General Summary**

Reporting to the Youth Service Worker – Team Leader, this position provides young offenders with a safe and secure environment in which to grow and learn, and supervises youth behaviour and activities to teach youth a variety of skills, in such areas as social, self-help, academic, and independent living. This position also ensures the security of the Young Offenders Facility.

### **Section 3 - Organizational Structure**

This position is one of 13.5 positions that report to the Youth Service Worker – Team Leader, who reports to the Supervisor, Custody Services.

### **Section 4 - Principal Duties and Responsibilities (limit to 10 Duty Statements)**

- Following and implementing a defined program for youth subject to remand, detention, Mental Health Review Board, open and secure custody, community supervision, and bail beds (i.e. routines and case plans for sentenced youth).
- Teaching skills such as social, self-help, academic and independent living (e.g. dress, hygiene, etc.).
- Acting as Key Worker for assigned youth with responsibility to develop, implement and evaluate Plan of Care in consultation with youth, family members, Probation Officer and other service providers by:
  - ⇒ arranging Plan of Care meetings to discuss plan of care by contacting the appropriate parties;
  - ⇒ communicating regularly with Case Management Team;
  - ⇒ writing the Plan of Care reports;
  - ⇒ preparing discharge planning for reintegration back into the community with the appropriate supports.

- Monitors and interacts with youth to ensure youth behaviours and activities are appropriate and to ensure a safe and secure environment.
- Monitoring and recording youth behaviours to maintain the safety and security requirements of a custody setting according to the Motivational Systems for secure and open custody, including rewarding positive youth behaviour and issuing consequences to youth for negative behaviours.
- Developing, delivering and evaluating a variety of rehabilitative educational programs for youth such as anger management.
- Preparing documentation such as *Plan of Care Reports, Security Risk Questionnaires, Reintegration Leaves, Daily Progress Reports, Incident Reports, Progress Reports* for court, and any other forms/documents as required.
- Developing, delivering and participating in individual or group activities to ensure they are interesting, educational and/or recreational and teaching skills such as leadership, sportsmanship, teamwork.
- Completing daily security checks of the building, such as checking the perimeter fence to ensure fence is intact and gates are secure and completing documentation, and operating the audio lockdown system.
- Performing daily activities such as sweeping; cleaning floors; doing dishes, laundry and vacuuming, regular yard and facility maintenance watering grounds, mowing lawn, picking up garbage, removing snow from sidewalks, doorways and Sally Port as required.
- Responsible for the provision of food services to the residents and staff in the Young Offenders Facility; including the preparation, reheating, and serving of snacks/meals, while maintaining a high standard of sanitation and safety in the kitchen and other related duties.

### **Section 5 - Contacts**

Primary contact is with the young offenders in all custody programs. The Youth Service Workers will supervise the daily activities of the youth. They will provide support and information to the Open Custody caregivers on an as needed basis. They will work with the RCMP (daily/weekly) while admitting/transferring youth. They will have daily/weekly contact with Youth Workers to provide information regarding the youth's progress. They will have daily/weekly contact with parents/guardians to support the youth's progress. They will have contact with court officials and social workers as required to support the youth's progress while in custody.

### **Section 6 - Problem-Solving**

1. Responsible for defusing and stabilizing the verbal and physically acting out youth. The YSW would assess the situation to determine the level of intervention required and intervene appropriately while maintaining the safety and security of the other youth in residence. Write all reports required and inform the necessary people.
2. Receive information from parent/guardian/caregiver that youth has escaped lawful custody. Collect all pertinent information from guardian and relay to the RCMP,

Youth Worker, and Case Management Team. Prepare all pertinent documentation and forward it to all parties.

3. Responsible for the safe and respectful admission of youth to all custody programs. YSW must be familiar with the required official documentation necessary for admission into each program area. Record personal property and medical concerns of youth. Provide orientation and expectations of each program. Complete a *Security Risk Questionnaire*. Inform the appropriate people of the admission. Open a file and complete the admission procedure.

### **Section 7 - Specific Accountabilities**

1. Describe final decisions regularly made for which the incumbent is held accountable.
  - Movement of youth within the motivational system from levels zero to six.
  - How to interact appropriately with youth.
  - Removal of youth from program for 24 hours.
  - Facility lock-downs for security reasons.
  - Developing, delivering and evaluating a variety of rehabilitative educational programs for youth.
  - Consistency in following Plan of Care as written for youth.
  - Following established procedures.
2. What are the expected end results of this position, i.e. what are the impacts of performing the Principal Duties and Responsibilities?
  - Managing the daily behaviour of youth to ensure the safety of youth and staff.
  - Appropriate interactions could de-escalate situations with youth and enhance safety of youth and staff.
  - Providing rehabilitative educational programs may reduce recidivism rates of youth.
  - Consistency in following Plan of Care may contribute to the rehabilitation of the youth.

### **Section 8 - Budget**

1. a) What is the Annual Budget for the unit under the direct control of the position? N/A

Fiscal Year	0
Annual Payroll	0
O&M Budget (excluding Payroll)	0
Capital Budget (excluding Payroll)	0
Revenues	0
Recoveries	0

- b) Does the position have the authority to reallocate resources, i.e. transfer budget funds? If yes, provide examples. No

2. If applicable, describe other expenditures or revenues influenced by this position and how.
- This position makes purchases with the Supervisor's approval with Petty Cash up to \$100.

**Section 9 - Working Environment**

- Potential risk of infection from high-risk activities and exposure to bodily fluids when applying restraints, CPR, and first aid.
- Running and throwing during recreational activities, standing, walking, sitting, bending, stretching while applying restraints to youth up to 300 lbs. and while performing maintenance and cleaning.
- Exposure to toxic cleaning solutions.
- Driving vehicle.
- Changes in temperature due to year-round outdoor activities.
- Indoor and outdoor sports equipment (gym weights) up to 70 lbs.
- Vacuums, floor polisher, tables/chairs up to 50 lbs.
- Yard maintenance, such as removing snow and mowing lawns.

**Section 10 - Signatures**

The above information on this description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

<p><b><u>Supervisor:</u></b> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <p>Supervisor: _____</p> <p>Date: _____</p>	<p><b><u>Incumbent</u></b> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <p>Incumbent: _____</p> <p>Date: _____</p>
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<p><b>Director of Human Resources:</b> (Comments)</p>  <p>Director: _____</p> <p>Date: _____</p>	<p><b>Deputy Minister:</b> I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.</p>  <p>Deputy Minister: _____</p> <p>Date: _____</p>
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