

# Mary Haven Youth Center

## Position Available

JOB CLASSIFICATION TITLE: YOUTH CARE SPECIALIST

AGE REQUIREMENT: MUST BE 21 YEARS OF AGE

DEPARTMENT: MARY HAVEN YOUTH CENTER

PROBATIONARY RATE: \$13.00 PER HOUR (ONE YEAR)

PAY RANGE: \$13.00 - \$16.00 PER HOUR

SCHEDULED HOURS: 40 HOURS PER WEEK  
Shift Work with non-traditional work week  
Possible shift bids:  
7:00am – 3:00pm (1<sup>st</sup>)  
3:00pm – 11:00pm (2<sup>nd</sup>)  
11:00pm – 7:00am (3<sup>rd</sup>)

CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: July 3, 2018 – July 13, 2018

APPLICANTS SHOULD SEND COMPLETED COUNTY APPLICATIONS TO

MARY HAVEN YOUTH CENTER  
900 Memorial Drive  
LEBANON, OH 45036  
Attn: Mike Goodlett or Jennifer Biggs  
[Mike.Goodlett@co.warren.oh.us](mailto:Mike.Goodlett@co.warren.oh.us)  
[Jennifer.Biggs@co.warren.oh.us](mailto:Jennifer.Biggs@co.warren.oh.us)

THIS POSITION IS SUBJECT TO A BACKGROUND CHECK, POLYGRAPH  
AND A POST OFFER DRUG SCREEN

**Mary Haven Youth Center  
Position Description**

---

Position Title: <b>Youth Care Specialist</b>			
Department: Mary Haven Youth Center	FLSA Status:		Non-exempt
Reports To: Shift Supervisor	Civil Service Status:		Classified
Pay Range: \$13.00 per hour to start	Employment Status:		Full Time

---

**Job Responsibilities:**

Under general supervision, ensures security of the Mary Haven Youth Center; monitors behavior of residents in the facility; receives, searches and processes individuals who are to be held in the facility; maintains logs and other required documents related to this job assignment; provides necessary services to detained youth.

**Qualifications:** Any combination of training and work experience, which indicates possession of the skills, knowledge and abilities listed above. An example of acceptable qualifications for this position is:

High school diploma or equivalent with verifiable experience working with juveniles, experience working in a correctional group or group home setting, course work relating to criminal justice, social work or other related fields. Must be 21 years of age at time of appointment. Must pass pre-employment drug screen, background check and polygraph examination.

**Licensure and Certification Requirement:**

Valid Ohio Driver's License

**Essential Functions:**

- 75% - Monitors behavior of residents within the facility; supervises residents during meals, school, work and recreational activities; monitors sleeping, bathing, visitation and related activities. Works with pod therapist to arrange and verify resident attendance at court proceedings, sick call or outside medical or dental appointments and counseling programs. Monitor and lead group activities within the pod setting.
  
- 5% - Monitors the security of the facility (including inner and outer perimeters) and other employees; conducts security checks (e.g., checks lights, locks, etc.); controls entrance and exit of individuals (including all residents) entering or leaving the facility; alerts facility staff and other authorities to breaches of security or other emergencies.

- 5% - Utilizes crisis intervention skills in dealing with upset youth.
- 5% - Prepares and maintains various records and documents (e.g., incident reports, daily logs, resident points, levels and related records).
- 5% - Provides for safekeeping of residents' personal property and valuables; issues proper clothing, bedding and accessories to residents; ensures resident access to telephone, legal and medical attentions, assigns residents to appropriate housing area; provides and explains resident rules of conduct and enforces facility discipline within established procedures.

Maintains required physical and mental condition to perform duties.

Maintains required certificates/licenses and required training hours

Demonstrates regular and predictable attendance

**Other Duties and Responsibilities:**

- 5% - Provides necessary information to residents; performs additional duties or supervisory duties as requested by supervisor(s).

Maintains appropriate working relationships with Mary Haven, JDC and Court staff

**Positions Supervised:**

None

**Knowledge, Skills and Abilities:** (\*indicates developed after employment)

**Knowledge of:** department policies and procedures and regulations\*, Youth security and safety practices\*, record keeping procedures\*.

**Ability to:** Interpret policies, procedures and regulations; communicate verbally and in writing; recognize threatening or hazardous situations and problems, establish facts and draw necessary conclusions for a proper course of action; develop and maintain effective working relationships with fellow employees, residents and general public; maintain records.

**Skill in:** secondary control panel, two-way radio, telephone.

**Additional Working Conditions:**

Occasional exposure to blood, bodily fluids and tissue  
Occasional exposure to physical harm by antagonistic residents

**Equipment Operated:**

Camera, copier, computerized control panel, hand held radio, intercom, telephone.

---

This position in no manner states or implies that these are the only duties and responsibilities, which may be performed by the position incumbent. The incumbent will be required to follow the instructions and perform duties required by the positions supervisor, Appointing Authority or designee.

I understand and will perform to the best of my ability, the job duties and requirements specified in this position description.

I understand that I will be on a one (1) year probation status with monthly evaluations.

Successful completion of the introductory period of employment does not confer rights to continued employment with the court.

---

Department Head \_\_\_\_\_ Date \_\_\_\_\_

---

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_