

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**SUPERVISING YOUTH COUNSELOR**

**I. DEFINITION**

This is responsible supervisory work as the supervisor of a shift on a unit within a juvenile correctional institution. Employees in this class are responsible for the supervision of Youth Counselors in the implementation of individual treatment programming for youth in the unit and the maintenance of security for youth, staff and the public within the juvenile institution. Work is performed in accordance with established rules, regulations and policies under the general direction of a juvenile section manager or other management position.

Examples of Work Performed:

- Schedule, supervise and train Youth Counselors.
- Develop and revise work schedules and assignments to meet staffing and program needs.
- Interpret department, division and institution policies, procedures and treatment goals to staff and youth.
- Provide individual counseling to staff to improve skills in social interaction with youth.
- Provide instruction to youth on a broad spectrum of personal skills that enhance social acceptability for the youth.
- Participate in group counseling developed within the program for the cottage assigned.
- Supervise and provide individual and group counseling to youth related to the goals and objectives identified in the individual treatment plan.
- Monitor and provide input to the cottage team on the progress of assigned youth and document progress.
- Develop cottage-based aspects of the total integrated treatment program specific to the needs of the youth in the cottage.
- Coordinate and monitor cottage interaction for all youth temporarily removed from the cottage for disciplinary purposes and ensure that staff maintain contact on a regular basis.
- Maintain records that enable the annual evaluation of the program and the program successes, strengths and weaknesses for use in furthering program enhancement.
- Develop and implement cottage-based recreational opportunities in coordination with the recreation department.
- Implement security measures to include daily checks, room searches, youth counts and ongoing observation of youth activities.
- Develop and implement cottage policies and procedures for routine random room searches, daily room checks and development and maintenance of residents records.
- Participate in the development of training plans for staff and youth.
- Render emergency first aid when required.

**II. QUALIFICATIONS**

The qualifications required will be determined on a position-by-position basis at the time of recruitment. Such determination will be made based on an analysis of the objectives and tasks performed and on an identification of education, training, work, or other life experience which would provide reasonable assurance that the skills required to perform the tasks and the knowledge required upon appointment have been acquired.