

## YOUTH BUREAU WORKER

DISTINGUISHING FEATURES OF THE CLASS: This position involves providing social work and counseling assistance to youth, their families, and foster parents to help these individuals overcome their emotional, social, economic, and environmental difficulties. The work and work schedule is unusual because the incumbent must frequently be available evenings and weekends to meet with individuals who are in stressful situations. Employees in this class will work with a great deal of independence under the general supervision of a superior in the Youth Bureau. A Youth Bureau Worker does related work as required.

### TYPICAL WORK ACTIVITIES:

- Contacts youth who require assistance from the program;
- Completes all required forms and contacts parents or guardians, making direct, appropriate placements;
- Provides support services as necessary, such as follow-up contact with youth, host homes, and recommend referrals to other appropriate agencies for assistance;
- Assists in recruiting, certifying, and training of host homes;
- Performs related recordkeeping activities and reports any problems to the Non-secure/Runaway and Homeless Youth Coordinator.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of practices and procedures of counseling; working knowledge of the practices and procedures of social casework; working knowledge of the characteristics, needs, and interests of youth; familiarity with community agencies, facilities, and services which can be used to aid youth; ability to communicate clearly and effectively both in writing and verbally; ability to get along well with others; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a standard senior high school or possession of a New York State High School Equivalency Diploma, and either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree which shall have included a minimum of 30 credit hours in Social or Behavior Science and two years of experience in counseling, casework, teaching, or administration with an agency or organization providing human services;

OR

- B. Graduation from a two year college with a degree in Human Services and four years of experience as specified in (A) above;

OR

- C. Six years of experience as specified in (A).

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 3/13/84