

DJS RESIDENT ADVISOR TRAINEE (2599)

I. NATURE OF WORK:

A DJS Resident Advisor Trainee is the entry level of work providing supervision and guidance to youths residing in a facility operated by the Department of Juvenile Services by observing and interacting with youths, assisting them with everyday life skills and advising them of appropriate alternative behaviors as needed. Employees in this classification do not supervise other employees.

Employees in this classification receive close supervision from a DJS Resident Advisor Supervisor or from a designated administrator. Employees will be required to undergo training leading to certification by the Maryland Correctional Training Commission. The work of this class may require travel to various locations for youth appointments and activities, such as courts, local health departments and community service project sites. Employees are assigned to a regular shift but may be required to work other shifts, evenings, nights, weekends and holidays as required by staffing needs. Employees may be subject to call-in based on staffing needs. Employees may be subject to verbal abuse by youths and will be required to remain calm in stressful situations involving agitated, irate or overwrought youths.

The DJS Resident Advisor Trainee, I and II are differentiated on the basis of supervisory control exercised by the supervisor over these employees. The DJS Resident Advisor Trainee learns to perform duties under close supervision. The DJS Resident Advisor I performs duties under close supervision until fully certified by the Maryland Correctional Training Commission. Following certification, the DJS Resident Advisor I performs a limited range of duties with some independence at times and under close supervision at other times, depending on the complexity of the specific duty being performed. The DJS Resident Advisor II performs the full range of duties under general supervision.

II. EXAMPLES OF WORK: (Examples are illustrative only)

Learns to escort groups of youth to and from daily activities at the facility and to supervise their conduct during movement and daily activities;

Learns to observe individual and group behaviors and to determine when intervention or guidance is needed by the youths under his/her care;

In situations involving agitated or overwrought youths, learns to intervene to prevent fights and to de-escalate potentially harmful behaviors, learns to suggest alternative ways of reacting to problems, and may be required to physically restrain youth;

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Learns to promote an environment conducive to learning helpful alternative behaviors by encouraging communication among youth and staff, guiding and critiquing group discussions, offering advice at appropriate junctures and serving as a mentor and role model for resident youth;

Learns to monitor youths and assist them in complying with daily and weekly schedules of attending classes, completing school assignments, sleeping, eating and performing personal hygiene tasks;

Learns to record behavior observations, prepare progress and incident reports regarding assigned youth for review by supervisors, and recommend behavioral sanctions;

Learns to inspect residence areas for safety, security and cleanliness;

Attends in-service training on relevant topics, such as crisis prevention, suicide prevention, emergency medical treatments, and behavioral modification models, in order to maintain knowledge of childcare needs, counseling methods and trends in the juvenile justice field and to obtain and maintain certification;

Learns to assess emergency and crisis situations, make appropriate contacts and referrals, and provide interim emergency medical and other assistance as necessary until specialized assistance is available;

May be assigned to a cottage or dormitory post at night while youth are sleeping;

May accompany youth to community service activities outside the facility;

When assigned to the Youth Centers:

Learns to function as a member of the treatment team for individual youth and provide input and information to the Juvenile Counselor for inclusion in monthly progress reviews;

Learns to implement, help to evaluate and recommend modifications to youth treatment plans;

Learns to facilitate daily behavioral modification meetings in the absence of the Juvenile Counselor;

Performs other related duties.

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to learn the human development process as it applies to adolescent needs, problems and development;

Ability to learn the physical, emotional and social needs of adolescents;

Ability to learn group dynamics;

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Ability to interact with agitated or overwrought youths in a calm manner in order to de-escalate combative behavior;

Ability to learn to assess and address potentially harmful or destructive behavior by youths and offer alternative responses;

Ability to learn and implement emergency procedures;

Ability to learn to organize and maintain a group living environment which promotes positive growth of individuals and groups of adolescents;

Ability to communicate effectively with youths and their families, community service providers, and other DJS staff.

IV. MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education: High School diploma or G.E.D. certificate acceptable to the Maryland State Board of Education as described in the Correctional Training Commission regulation.

Experience: None.

Notes: The above educational requirement is set by the Maryland Correctional Training Commission in accordance with the Correctional Services Article, Section 8-209.

V. LICENSES, REGISTRATIONS AND CERTIFICATES:

1. Employees in this classification must obtain and maintain certification by the Maryland Correctional Training Commission.
2. Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

VI. SPECIAL REQUIREMENTS OF THE CLASSIFICATION:

1. In accordance with the Correctional Services Article of the Maryland Annotated Code, Section 8-209, the Maryland Correctional Training Commission shall establish the minimum qualifications for probationary or permanent appointment of a Department of Juvenile Services employee. These requirements are listed in detail in the Code of Maryland Regulations 12.10.01.04, general regulations of the Maryland Correctional Training Commission, and include:

U.S. Citizenship or Resident Alien status

Must be at least 18 years of age

A thorough background check, including fingerprinting and drug testing

An oral interview, and

Physical and psychological examinations.

2. Employees in this classification are subject to substance abuse testing in accordance with Code of Maryland Regulations 17.04.09.03, Testing for Illegal Use of Drugs.

DATE ADOPTED: November 1, 2004

Class specifications are broad descriptions covering groups of positions used by various State departments and agencies. Position descriptions maintained by the using department or agency specifically address the essential job functions of each position.

APPROVED: _____

Director, Division of Salary Administration
and Position Classification