

DJS RESIDENT ADVISOR I (2606)

I. NATURE OF WORK:

A DJS Resident Advisor I is the intermediate 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.

Employees in this classification receive close supervision from a DJS Resident Advisor Supervisor or from a designated administrator until they are 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 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 I and II are differentiated on the basis of supervisory control exercised by the supervisor over these employees. The DJS Resident Advisor I performs duties under close supervision until fully certified. 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)

Escorts groups of youth to and from daily activities at the facility and supervises their conduct during movement and daily activities;

Observes individual and group behaviors and determines when intervention or guidance is needed by the youths under his/her care;

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

Promotes an environment conducive to learning helpful alternative behaviors by encouraging communication among youth and staff, guiding and critiquing group

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discussions, offering advice at appropriate junctures and serving as a mentor and role model for resident youth;

Monitors youths and assists them in complying with daily and weekly schedules of attending classes, completing school assignments, sleeping, eating and performing personal hygiene tasks;

Records behavior observations, prepares progress and incident reports regarding assigned youth for review by supervisors, and recommends behavioral sanctions;

Inspects residence areas for safety, security and cleanliness;

Assesses inappropriate behaviors and recommends behavioral sanctions to supervisors;

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 maintain certification;

Assesses emergency and crisis situations, makes appropriate contacts and referrals, and provides interim emergency medical and other assistance as necessary until specialized assistance is available;

May administer medications and transport youths to medical appointments;

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:

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

Implements, helps to evaluate and recommends modifications to youth treatment plans;

Facilitates daily behavioral modification meetings in the absence of the Juvenile Counselor;

Performs other related duties.

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the human development process as it applies to adolescent needs, problems and development;

Knowledge of the physical, emotional and social needs of adolescents;

Knowledge of group dynamics;

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

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

Ability to learn and implement emergency procedures;

Ability to organize and maintain a group living unit 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: One year of experience working with groups of children or youth in a structured environment, such as in a recreation center or school setting.

- Notes:
1. The above educational requirement is set by the Maryland Correctional Training Commission in accordance with the Correctional Services Article, Section 8-209.
 2. Possession of an Associate of Arts degree in Criminal Justice or the social or behavioral sciences from an accredited college or university or sixty credit hours from an accredited college or university, including 15 hours in criminal justice or the social or behavioral sciences may be substituted for the required experience.

V. LICENSES, REGISTRATIONS AND CERTIFICATES:

1. Candidates appointed to positions in this classification must obtain certification by the Maryland Correctional Training Commission.
2. Candidates appointed to positions 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 in a mandated position. 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, Testing for Illegal Use of Drugs.

DATE ADOPTED: July 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