

# Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	YDS Program Provider
Type Position:	Full Time with benefits
Salary Range:	\$16.50 / hourly
Posting Length:	14 days
Posting Dates:	4/15/2026 to 4/29/2026
Contact Name / Number:	Marlo Carl / 570-723-8204
Job Description:	See Attached Job Description

## ELIGIBILITY -- ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

One year of experience as a Youth Development Counselor Trainee;

or

One year of experience working with adolescents, and a bachelor's degree, including courses in the behavioral sciences;

or

Any equivalent combination of experience and training

2. Approved Additional Special Requirements: None

3. Valid Driver's License

## HOW TO APPLY -- ALL CANDIDATES

1. Completed Tioga County Employment Application. The application must provide details of experience and training as related to the minimum experience and training requirement for the vacancy so eligibility can be determined.

If interested in applying, please send applications to: 118 Main St., Wellsboro PA 16901

Attention: Marlo Carl

Applications can also be emailed to: [hr@tiogacountypa.us](mailto:hr@tiogacountypa.us)

TIOGA COUNTY DEPARTMENT OF HUMAN SERVICES IS AN EQUAL OPPORTUNITY  
& AFFIRMATIVE ACTION EMPLOYER

# JOB DESCRIPTION

1. Name of Employee (Last, First, MI)	2. Employee Number	Position Number
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3. Department Community Services	Bureau	Division	Headquarters	Organization Code
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4. Class Title Youth Development Counselor 1	Working Title Youth Diversion Services Program Provider	Class Code
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<p>5. Regular Work Schedule</p> <p>Start Time: <input type="text" value="8:00 a.m."/> Lunch Length: <input type="text" value=".5"/></p> <p>End Time: <input type="text" value="4:30 p.m."/> Hours/Week: <input type="text" value="40"/></p> <p>Staff must be available to work non-traditional hours, meaning hours outside of the standard 8:00 a.m. to 4:30 p.m. workday, as operational needs require</p> <p>Days Worked (check all that apply):</p> <table style="width:100%"> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td> </tr> <tr> <td></td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td></td> </tr> </table>	S	M	T	W	Th	F	S		X	X	X	X	X		<p>Position is:</p> <table style="width:100%"> <tr> <td><input checked="" type="checkbox"/> Full-Time</td> <td><input checked="" type="checkbox"/> Permanent</td> </tr> <tr> <td><input type="checkbox"/> Part-Time</td> <td><input type="checkbox"/> Temporary</td> </tr> </table> <p>Reports to: Name _____ Class Title _____</p> <p>Explain any schedule variations:</p>	<input checked="" type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary
S	M	T	W	Th	F	S													
	X	X	X	X	X														
<input checked="" type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Permanent																		
<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary																		

6. Describe the work assigned to this position, listing the critical duties and responsibilities first. Explain work in familiar terms and include machines or equipment used. Use additional paper if needed.

**Youth Diversion Services Program Provider  
Community Services**

The YDS Program Provider works under the direct supervision of a Supervisor at Community Services. This position will provide intensive services for students grades K-12 with chronic behavioral concerns including meeting with youth for individual coaching sessions weekly, completing Transfer of Learning visits with families, collaborating closely with schools, agency, and community providers as needed for youth success.

**Major Functions:** The YDS Program Provider is responsible for facilitating Aggression Replacement Training (ART) Curriculum to youth referred to the program between Kindergarten-12<sup>th</sup> grade through various program models. This includes our 3M, STAR, Diversion Zone, and Grow with Us programs. 3M and STAR programming works directly with schools, families, and students to support behavioral success in school and home environments. This includes creating youth service plans to guide weekly coaching sessions with students during non-academic periods of the school day as well as completing regular Transfer of Learning visits with student families to support positive behavior change at home. YDS Program Provider will also facilitate Diversion Zone is a Drug and Alcohol prevention program for students 4-10 grade who have active substance use concerns and utilizes an evidence based curriculum designed to be facilitated with groups or individual students as well as Grow with Us Summer Programming which provides weekly programming for community youth using gardening as an activity focus to discuss ART curriculum principals. Staff will be expected to complete regular documentation of all interactions with youth and families in a timely fashion and will participate in regular training and supervision with Program Supervisor and Unit Manager. to individuals families living in Tioga county, who are receiving Children and Youth case management services.

**Essential Functions of the YDS Worker include but are not limited to the following:**

- Provide weekly individual coaching sessions with up to 8 youth in their school setting during a non-academic period.
- Facilitate ART curriculum during weekly coaching sessions with youth, choosing how to prioritize most relevant, needed life skills.

Monitor youth behavior at school as well as school attendance and academic standing to review with youth and families during Transfer of Learning visits.

- Provide regular Transfer of Learning visits of up to 8 families to review skills being worked on with youth during individual coaching sessions and discuss how those skills can be supported in the home by the parent.
- Complete required documentation for each interaction with youth or families within 10 days.
- Provide regular feedback and communication with referring sources including but not limited to school representatives, county agency, or probation.
- Make adjustments to Youth Service Plans based on youth needs over time in addition to creating new behavioral goals for youth as they progress.
- Participate in school and agency meetings as youth advocate when requested.
- Open line of communication with teachers concerning academic issues with students and on occasion attend meetings with the Instructors addressing the concerns
- Facilitate Drug and Alcohol Prevention programming for Diversion Zone students on site, after-school.
- Assist the family to access and utilize all available and appropriate community resources in the fulfillment of the goals listed in the Family Service Plan.
- Assist the family in functioning as a cohesive unit so that each person within the family experiences a safe, stable, healthy living environment.

- Maintain progress notes, mileage reports, and other reporting forms accurately and completely as required by policies and procedures.
- Transport youth as needed for programming purposes to various locations.
- Complete all required trainings.
- Attend and testify at Court Hearings with the Case Management staff concerning assigned families when requested.
- Attend regular supervision and conference with the Program Supervisor to discuss cases, progress with youth, as well as obstacles being experienced with youth and families so follow-up steps can be determined.
- Attend meetings and staffing regarding assigned families as requested.
- Participate in all orientation, in-service training as required by the Department, and through voluntary attendance at workshops, seminars, conferences, and continuing education courses.
- Assistance in public relations activities on behalf of the Department of Human Services.
- All other duties so assigned.

**Equipment and/or machines used in the performance of the above duties:**

Automobile

Personal Computer/Keyboard and related software

Photocopier

Fax Machine

Shredder

Standard small office equipment (stapler, scissors, etc.)

Calculator

Telephone

**HIPAA Access Level:**

Professional – Individuals with this access level shall have access to the records in their department of clients/consumers with whom the professional has a current relationship, or for whom a professional consultation has been requested. Access to the entire department record by these individuals has been determined to be critical to the continuity of the clients/consumer's care as well as essential to diagnosis, treatment selection, and the health and safety of the client and others.

7. Briefly describe how work is assigned to this position and how the work is reviewed.

The YDS Program Provider works under the direct supervision of a YDS Program Supervisor within the Community Services Department of the Tioga County Department of Human Services. The Program Supervisor assigns families that are referred to the YDS Program. The Program Supervisor reviews all progress notes and recommendations made by the YDS Program Provider. The YDS Program Provider worker submits a weekly work schedule to the Program Supervisor indicating when, where and with whom the YDS Program Provider will be meeting with throughout the week. Bi-Weekly supervision is held to review caseload, family progress and possible goal changes.

8. If this is a supervisory position, briefly describe how work is assigned to subordinate personnel and how their work is reviewed. (If this is not a supervisory position, leave blank.)

NA

9. Attach an Organizational Chart identifying all reporting relationships for this position.

**CERTIFICATION**

I certify that to the best of my knowledge all statements contained within the job descriptions are correct: This job description consists of \_\_ pages. (count this form as 1 page)

Employee's Signature _____	Class Title _____	Date _____
Immediate Supervisor's Signature _____	Class Title _____	Date _____
Reviewing Officer's Signature _____	Class Title _____	Date _____

