

Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	YDS (Youth Diversion Services) Supervisor / Youth Development Counselor 2
Type Position:	Full Time / Salaried
Salary Range:	TBD based on experience (\$45,000 - \$47,000)
Posting Length:	14 days
Posting Dates:	4-09-26 to 4-22-26
Contact Name / Number:	Casey Zuchowski; 570-723-8205; 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 as a Youth Development Counselor I:

OR

Two years experience working with adolescents including one year of counseling experience in the area of the prevention of juvenile delinquency or the rehabilitation of the delinquent youth and a bachelors degree

OR

any equivalent combination of experience and training

2. Approved Additional Special Requirements: None

HOW TO APPLY -- ALL CANDIDATES

The following materials must be received by 4:30 pm on or before 4-22-26. Late applications will not be accepted.

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:

Attn: Human Resources, 118 Main Street, Wellsboro, PA 16901

Applications can also be emailed to: 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 2	Working Title Youth Diversion Services Program Supervisor	Class Code
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5. Regular Work Schedule (September-May), Monday-Thursday Start Time: <input type="text"/> Lunch Length: <input type="text"/> End Time: <input type="text"/> Hours/Week: <input type="text"/>	Position is: <input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary Reports to: Shelby Rush Class Title
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Days Worked (check all that apply): <table style="width: 100%; text-align: center;"> <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		Explain any schedule variations: Youth Diversion Services Supervisor may need to work after hours to facilitate Lifeskills Drug and Alcohol curriculum when referrals for this program arrive from schools or to support after hour Transfer of Learning visits when staff are facing obstacles. They also may need to cover visits of staff after-hours during PTO.
S	M	T	W	Th	F	S									
	X	X	X	X	X										

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 (YDS) Supervisor Community Services

Youth Diversion Services provides intensive services for students grades K-12 with chronic behavioral concerns. YDS Provider Staff meet with youth for individual coaching sessions weekly, complete Transfer of Learning visits with families, and collaborate closely with schools, agency, and community providers as needed to support youth success. The YDS Supervisor works under the direct supervision of Youth Programs Manager. This position supervises all operational elements of the program and manages all staff. Supervisor ensures all YDS programs (3M, Division Zone Drug and Alcohol Programming, STAR, and Grow with Us) run effectively and efficiently according to agency procedures, policies, and regulations.

Major Functions: The YDS Supervisor is responsible for facilitating Aggression Replacement Training (ART) Curriculum and ensuring staff are facilitating this curriculum to its fullest capacity through individual coaching sessions with youth and Youth Service plans. Supervisor monitors provider staff, reads all provider documentation, ensures staff are compliant with program expectations, reviews program tracking on a weekly basis, and addresses any missed youth and family visits with staff. Supervisor completes regular observation of staff at random youth coaching sessions, carries a small caseload of youth, facilitates Lifeskills drug and alcohol curriculum, and tracks all student and school encounter forms. Supervisor promotes positive relationship building with the school to support flow of referrals and keep an open line of communication. Supervisor also completes regular bi-monthly with all provider staff and program caseworker. Supervisor maintains awareness of all youth in the program, their goals, as well as obstacles staff are facing with each. They will partner in troubleshooting youth barriers to success and will offer support for parent engagement as needed. YDS supervisor will ensure all staff operate with practices that are trauma-informed and are trained with the skills necessary to complete their job to standard.

Essential Functions of the YDS Supervisor includes but is not limited to the following:

- Provide supervision to staff and program participants
- Ensure staff evaluate youth behavior with a trauma-informed lens, understanding behavior is not a reflection

of character but a complex result of nature, nurture, biology, socialization, and experiences

- Complete ART and Life skills training and certifications
- Work to develop program outcomes to demonstrate program efficacy]
- Regularly communicate and drop-in at schools to receive feedback on program performance
- Assists with grant writing/applications
- Facilitate peer group counseling sessions
- Assist with and develops youth service plans
- Prepares staff evaluations
- Run regular staff meetings where staff present youth cases
- Facilitate regular training with staff on topics relevant to their professional development
- Completes supervisory and staff meeting notes to ensure any disciplinary concerns are in writing
- Monitors behavioral progress and obstacles with youth and troubleshoots with staff to develop interventions
- Conducts overall program logistics
- Ensures all tracking and reports are completed
- Monitor caseworker participation in agency meetings and collaboration
- Ensure referrals are responded to quickly and intake paperwork is completed to standard
- Assists in advertising and interviewing for new staff
- Handles all incoming community and agency referrals
- Monitors all program documentation efforts
- Monitor staff schedules through use of shared calendar and weekly tracking
- Coaches staff to handle youth behaviors and demonstrate excellent youth engagement skills
- Ensures referrals and dispositions are completed within their expected timeline
- Attend school open houses and events with program information to educate community on YDS opportunities

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

Ropes course equipment (harnesses, belay devices, ropes, etc.)

Ride motorbike and facilitate dirtbike lessons

Personal Characteristics:

Servant Leadership

Kind

Team Builder

Curious

Honest

Independent

Ethical

Active Listener

Embodies TCHDS staff values

Trustworthy

Passionate

Motivated

Life-long Learner

Adaptable

Innovative

Education and Experience:

One year as a Youth Development Counselor 1; or two years experience working with adolescents including one year of counseling experience in the area of prevention of juvenile delinquency or the rehabilitation of delinquent youth, and a bachelor's degree; or any equivalent combination of experience and training.

Must have valid PA driver's license and acceptable motor vehicle record check, Act 33 and Act 34 clearances, FBI Fingerprint Clearance, Social Security Card, Immigration and Naturalization (I-9), and Drug Screening Clearance.

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.

This position is supervised and monitored by Tioga County Youth Programs manager. Individual supervision with this manager will occur, at least, on a monthly basis, as well as through regular weekly staff meetings that Manager will attend. Supervisor will be expected to complete monthly tracking on program data to be submitted to a manager on a monthly basis. Youth Program Manager will work with supervisor to develop an annual growth plan and timeline with goals and objectives for the program that will guide supervisor's priorities. Manager will complete supervisor evaluation based on these goals and engagement Manager observes between supervisor and staff during staff meeting and program during program observations.

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.)

Supervisor will meet with staff individually to complete supervision on a bi-monthly basis These supervisions should be followed with a note that outlines what was discussed that is shared with the supervisee. Supervisor will also be expected to complete a weekly staff meeting where cases are discussed, caseworker updates are reviewed, and collaboration on ways to better understand and mitigate youth behavior is had. These can be held in person or virtually depending on team needs. Notes on staff meeting should be taken and distributed to the group each week. These meetings are also a time where policy and procedure updates and training needs should be addressed.

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