

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Cadet Counselor		Class Code: 002HO4
	FLSA Status: Non-Exempt	Salary Schedule: PAT 4	Effective Date: 6-28-13
	Summary Serves as the Counselor and/or Senior Team Leader (C/STL) providing direction to the Hoosier Youth Challenge Academy (HYCA) cadets through counseling and for cadet accountability; discipline and safety, enforcement of Academy rules and policies, instruction of drill and ceremony, physical-fitness training, movement of cadets according to the training schedule, completing administrative reports and providing assistance in tutoring of academics within their platoon. These program areas are met through positive mentoring; leading by example; providing counseling; teaching basic social skills; enforcing standards; helping to build self-confidence and problem solving abilities and developing leadership and teamwork skills.		

Duties:

- Develops and coordinates platoon individual and group career counseling and placement activity;
- Monitors and conducts performance and career based counseling for assigned cadets;
- Observes and evaluates attitude and physical and mental well-being of cadets and recommends further evaluation when appropriate;
- Determines the need for and coordinates with lead counselor for outside consultants in group counseling for cadets;
- Conducts daily and weekly meetings with platoon cadre leadership to discuss cadet's behavior, achievements, failures and other problems;
- Participates in weekly counseling sessions with other platoon counselors to discuss individual case problems;
- Coordinates with the platoon instructor to provide educational assessment and academic instruction of cadets;
- Assists in the evaluation of platoon cadets to determine if they accomplish the goals and objectives of the program and successfully pass the program's 8-core components;
- Ensures cadets are under constant supervision at all times;
- Ensures accountability and maximum participation of cadets in activities and classes designated on the training schedule are accomplished;
- Participates in and monitors class activities;
- Monitors and supervises cadets during scheduled visitations by parents, guardians and mentors;
- Participates in physical training with the cadets, as required;
- Prepares and teaches classes to cadets on rules and procedures of the program outdoor skills and experience education classes utilizing classroom presentations, instructor demonstrations and student participation;
- Teaches, demonstrates, supervises and evaluates cadets' performance during daily physical fitness training, drill and ceremonies, community involvement activities and community service projects;
- Keeps the chain of command informed of all important matters;
- Assists in transporting cadets between locations, i.e. formations, physical training areas, classroom and community service programs, cooperative work experience sites and other authorized off-site locations.
- Makes certain cadets are accounted for and remain at their assigned site, and reports all issues pertaining to cadets at job sites;

- Schedule and coordinate recreational activities off-site, provide cadets opportunity to attend religious service on Sundays and transport cadets for medical treatment;
- Maintains safe operation of assigned vehicles and all equipment to prescribed standards;
- Reports deficiencies, losses, damage, misuse or abuse from any assigned staff and cadets;
- Attends and participates in required professional development training to maintain program proficiency and certifications including; Cadre Training (physical fitness training, drill and ceremony, procedures and protocol and professionalism), American Red Cross First Aid and CPR Basic and Instructor courses, crisis intervention and prevention, medical training, drug and alcohol use and abuse, ethics, workplace harassment and other training as deemed appropriate;
- Performs related duties as required.

Job Requirements:

- Minimum age of 21;
- Degree from an accredited two or four-year college or university with major coursework in counseling or a related field or military service experience (3-5 Years in leadership positions); work experience in individual or group counseling; experience working with high school aged at-risk and or special needs youth preferred; work experience, paid or volunteer, teaching or coaching group activities for youth ages 16 -18;
- First Aid and CPR certification required or ability to obtain such certification;
- Must provide proof of annual tuberculosis test with negative results;
- Working knowledge of the Youth ChalleNGe Program and all applicable regulations, policies and procedures;
- Considerable knowledge of career and performance counseling;
- Ability to effectively conduct various forms of individual and or group counseling to assist cadets in maintaining focus toward graduation from the Academy;
- Basic knowledge of management principles and leadership techniques;
- Working knowledge of adolescent development, human behavior and team dynamics;
- Working knowledge of military style training and ability to enforce disciplinary, safety and security measures;
- Ability to effectively communicate both orally and in writing;
- Working knowledge of computers and the use of basic software programs such as Microsoft Office and able to navigate through the training database;
- Ability to utilize problem-solving techniques and make sound and binding decisions;
- Ability to organize and work independently on multiple tasks under pressure;

Difficulty of Work:

The work involves the development of HYCA and procedures and continuing assessment and implementation of modifications. The established infrastructure within the National Guard system reaches from the local to the national level and provides program guidance however; it requires broad interpretation, innovation and judgment in application and implementation.

Responsibility:

Incumbent's assignments are defined in overall objectives and involve the development of new programs and procedures. Incumbent performs assessment and recommendation on whether to implement those programs already established. The incumbent has authority in the absence of the lead counselor to administer policies and procedures to accomplish objectives and fulfill the statutory duties of the program. Major contributions and decisions are made which have a direct impact on the Cadets and the success of the HYC Program.

Incumbent reports to the lead counselor and assists in supervising the cadets and any additional temporary contract, military or civilian personnel assigned to the operation. The incumbent supports the team leaders who provide primary supervision of the cadets and are responsible for imposing the quasi-military structure and discipline.

Incumbent applies EEO and affirmative action principles and requirements to all personnel management actions and decisions, and ensuring personnel are treated in a manner free of discrimination and workplace harassment.

Personal Work Relationships:

The incumbent works with the HYCA staff members, Joint Forces Headquarters-Indiana staff, military personnel, local and national officials, private organizations, civic groups, and federal and state agencies for implementing the operations department of the HYCA.

Physical Effort:

Must be physically capable of conducting rigorous physical fitness training, to include hiking with a backpack over rough terrain, running from one mile up to five miles and performing and demonstrating a variety of exercise routines, such as push-ups, sit ups, etc.

Working Conditions:

Incumbent may infrequently be exposed to aggressive or hostile at-risk youths and/or upset parents or guardians. The incumbent may frequently work a nonstandard work week which may require rotation between day, evening and night shift and may include weekends and holidays. Work is frequently outdoors subject to inclement weather and other environmental conditions.