



Lancaster County Youth Intervention Center Application Packet

Please feel free to return your application packet in person or mail it to:
Lancaster County Youth Intervention Center
235 Circle Avenue
Lancaster, PA 17602

Applications will remain on file for 6 months.

(717)299-7821
(717)209-3314 fax
www.lcyic.com



An equal opportunity employer.

EMPLOYMENT APPLICATION

County of Lancaster

150 N. Queen Street, Suite 312
Lancaster, Pennsylvania 17603
Phone: 717.299.8310 / Fax: 717.293.7269

PERSONAL INFORMATION	
Name: Last	Name: First, Middle
Address: Street	
City, State, Zip Code:	
Home Phone:	Alternate Phone:
Email Address:	Today's Date:

ADDITIONAL INFORMATION	
Position Applying For:	Position Number:
Desired Salary:	Shifts Preference: <i>(Select all that apply)</i> 1 st 2 nd 3 rd Any
Desired Work Schedule: <i>(Select all that apply)</i> Full-Time Part-Time Occasional/Seasonal	Date Available to Start:
Military Service? Yes No Branch: Dates: From to Honorable Discharge? Yes No	Do you currently have relatives who work for the County of Lancaster? Yes No If "Yes" name of relative: Relationship:
Have you previously been employed by the County of Lancaster? Yes No	If you are under 18 years of age, can you provide proof of eligibility to work? Yes No
Can you provide documentation of eligibility to work in the United States? Yes No	Has your Drivers License ever been suspended? Yes No Why?
Have you ever plead "no contest", plead "guilty", or been found guilty of a misdemeanor or felony offense? Yes No	
What was the result or disposition of the case?	
Applicants selected for Merit Based Hiring positions shall submit college transcripts within 60 days after hire date.	

EDUCATION		
High School:	Diploma:	Major:
Address:	# Years Completed:	Did you graduate? Yes No
College or University:	Diploma:	Major:
Address:	# Years Completed:	Did you graduate? Yes No
Other Education (Technical, Business, Graduate, Military etc.)	Diploma:	Major:
Address:	# Years Completed:	Did you graduate? Yes No

EMPLOYMENT HISTORY
(List most recent employer first)

Employer:	From (mo/yr)	To (mo/yr)	Job Title:
Address:	Phone:	# Hours/Week	Supervisor:
Reason for Leaving:	Start Salary:	End Salary:	May we contact this employer? Yes No
Primary Responsibilities:			
Employer:	From (mo/yr)	To (mo/yr)	Job Title:
Address:	Phone:	# Hours/Week	Supervisor:
Reason for Leaving:	Start Salary:	End Salary:	May we contact this employer? Yes No
Primary Responsibilities:			
Employer:	From (mo/yr)	To (mo/yr)	Job Title:
Address:	Phone:	# Hours/Week	Supervisor:
Reason for Leaving:	Start Salary:	End Salary:	May we contact this employer? Yes No
Primary Responsibilities:			
Employer:	From (mo/yr)	To (mo/yr)	Job Title:
Address:	Phone:	# Hours/ Week	Supervisor:
Reason for Leaving:	Start Salary:	End Salary:	May we contact this employer? Yes No
Primary Responsibilities:			

PROFESSIONAL REFERENCES *(Please do not include friends or family)*

Name	Address	Phone	Business	Title

HOW DID YOU LEARN ABOUT THIS POSITION?

DESCRIBE HOW YOUR QUALIFICATIONS ARE APPROPRIATE FOR THIS POSITION

Empty box for describing qualifications.

PLEASE READ CAREFULLY BEFORE SIGNING

Employment applications must be completed in full. Employment applications that omit information will not be considered.

I certify that all of the information provided in this document and any accompanying documents is accurate, correct, and complete. I understand that falsification or misrepresentation or omission of any facts in said documents will be cause for denial of employment or termination of employment regardless of timing or circumstances of discovery. I also understand that false answers, statements, or representations made by me on this application may be sufficient cause for penalties under 18 PA Cons.stat., Section 4904 related to the unsworn falsification to authorities.

I understand that submission of an application does not guarantee employment. I further understand that employment obtained with the County of Lancaster is employment at will, for no specified duration and may be terminated either by the County of Lancaster or myself at anytime, with or without notice. I understand that none of the documents, policies, procedures, actions, statements of the County of Lancaster representatives used during the employment process is deemed a contract of employment, real or implied. If hired, I understand there shall be a probationary employment period.

In consideration for employment with the County of Lancaster; if employed, I agree to conform to the rules, regulations, policies, and procedures of the County of Lancaster. I understand that should a position be offered to me with the County of Lancaster, I may be required to submit to a pre-employment medical examination, drug screening, and/or other background checks as a condition of employment. I understand that unsatisfactory results obtained from these pre-employment checks will result in my withdrawal of any employment offer or termination of employment if already employed.

I authorize all schools, former employers, references, courts, and any others who have information about me to provide such information to the County of Lancaster and/or any of its representatives, agents, or vendors. I release all parties involved with providing information from any liability for any and all damage that may result from providing such information.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I UNDERSTAND AND AGREE TO THE ABOVE STATEMENTS.

SIGNATURE _____ DATE _____

The County of Lancaster is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, gender, age, marital status, veteran eligibility, disability, national origin, or any other legally protected status. No question on this application is asked for the purpose of disclosing any applicant's legally protected status. Applicants who require an accommodation in the application or hiring process may contact the Office of Human Resources for assistance.

County of Lancaster Voluntary Identification Form

All applicants are requested to complete this Voluntary Identification Form with their County of Lancaster Application for Employment. The purpose of this form is for the Office of Human Resources to collect information for federal reporting purposes and to help ensure compliance with the County of Lancaster Equal Employment Opportunities. The completion of this form is entirely voluntary and does not impact the employer's consideration of the Applicant for a position with the County of Lancaster. All applicants are directed to return their Application for Employment and the Voluntary Identification Form to the County of Lancaster Office of Human Resources. Human Resources shall maintain the Voluntary Identification Forms electronically and be responsible for filing the hard copy form within the Human Resources Office prior to sending the applications to the appropriate hiring department. Your cooperation in providing accurate information is important although it is a voluntary action.

How would you describe yourself? (Check one primary):

BLACK (not of Hispanic or Latino origin): Persons having origins in any of the Black racial groups of Africa.

HISPANIC: Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture or origin, regardless of race.

WHITE (not of Hispanic or Latino origin): Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

AMERICAN INDIAN OR ALASKAN NATIVE (not of Hispanic or Latino origin): Persons having origins in any of the original people of North America and South America, and who maintain cultural identification through tribal affiliation or community recognition.

ASIAN (not of Hispanic or Latino origin): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, The Philippine Islands, Thailand, and Vietnam.

NATIVE HAWAIIAN OR PACIFIC ISLANDER (not of Hispanic origin): Persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

I CHOOSE NOT TO PROVIDE RACE AND/OR GENDER INFORMATION AT THIS TIME.

Applicants who are applying for a position with the **Office of Aging** who voluntarily opt to self-identify age 60 or above shall be considered for the **Office of Aging** age preference regarding the hiring process.

I choose to self-identify at age 60 plus.

What is your sex?

Male

Female

Today's Date:

County of Lancaster
Office of Human Resources
150 N. Queen St. Suite 312
Lancaster, PA. 17603
PH. 717-299-8310
FAX 717-293-7269

County of Lancaster

JOB TITLE: Youth Care Worker – Detention

Job Code: 3D

POSITION #:

DEPT: Youth Intervention Center

REPORTS TO:

Position # - TBD Job Title – Supervisor – Detention

FLSA CLASSIFICATION:

Non-Exempt Exempt

WORK SCHEDULE:

Hours/Week:

TYPE POSITION:

Full Time Part Time
 Temporary Seasonal Intern

Start Time: varies **End Time:** varies

Work Days (Check all that apply):

S M T W Th F Sa
 (2-week rotating schedule)

JOB SUMMARY

Youth Care Workers are responsible for the direct daily care and supervision of the youth detained in the facility. This position is expected to exert a positive influence over detained youth through daily interaction.

REPORTING RELATIONSHIPS

Reports to Shift Supervisor.

ESSENTIAL JOB FUNCTIONS

- Observe and document behavior of detained youth.
- Prevent physical, sexual, and emotional abuse of detained youth.
- Explain and reinforce rules of operation with detained youth.
- Prepare and deliver services related to basic human needs.
- Ensure community safety by adhering to facility security procedures.
- Interact and guide detained youth regarding individual and group behaviors.
- Meet, greet, and search detained youth during the admissions process.
- Physically manage detained youth to prevent injury, as needed.
- Transport detained youth to medical appointments.
- Administer first aid to detained youth, as necessary.
- Available to work weekends, holidays and flexible shifts, as needed.

OTHER SPECIFIC TASKS OR DUTIES

- Perform all other duties as assigned.

MINIMUM QUALIFICATIONS

- In accordance with PA Code 3800-55h, applicants must be 21 years of age.
- Successful candidates should possess knowledge of the juvenile justice and child welfare systems.
- Candidates must possess and associate's degree or 60 college credits in a related field. Knowledge of behaviors associated with detained youth is a plus.
- Experience working with juveniles preferred.
- Knowledge of basic institutional housekeeping preferred.
- This individual needs to be culturally competent and have the ability to work in a diverse environment.
- Ability to interact with youth in a positive manner.
- Good organizational skills.
- Dependable individual who is self-starter and can work with minimal supervision.
- Able to perform multiple duties in a fast paced environment.
- Able to handle CONFIDENTIAL information in a professional manner.
- Ability to produce high volumes of work with minimal errors.
- Ability to use a computer.

PREFERRED SKILLS AND ABILITIES

- Ability to speak and write legibly and articulately.
- Ability to prioritize multiple tasks and maintain confidentiality.
- Ability to maintain professional demeanor under stressful situations.
- Successful candidates should possess knowledge of the juvenile justice and child welfare systems.
- Knowledge of behaviors associated with detained youth is a plus.
- Experience working with juveniles preferred.
- Knowledge of basic institutional housekeeping preferred.
- This individual needs to be culturally competent and have the ability to work in a diverse environment.

REQUIRED LICENSES/CERTIFICATIONS

Clean criminal record, FBI Clearance, and child abuse record. Must have and maintain a valid Pennsylvania driver's license.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Must have the ability to physically manage detained youth in order to prevent injury, as needed.

County of Lancaster

JOB TITLE: Youth Care Worker – Shelter

Job Code: 3D

POSITION #:

DEPT: Youth Intervention Center

REPORTS TO:

Position #: TBD **Job Title:** Supervisor – Shelter

FLSA CLASSIFICATION:

Non-Exempt Exempt

WORK SCHEDULE:

Hours/Week:

TYPE POSITION:

Full Time Part Time
 Temporary Seasonal Intern

Start Time: varies **End Time:** varies

Work Days (Check all that apply):

S M T W Th F Sa
 (2-week rotating schedule)

JOB SUMMARY

Youth Care Workers are responsible for the direct daily care and supervision of the youth detained in the facility. This position is expected to exert a positive influence over detained youth through daily interaction.

REPORTING RELATIONSHIPS

Reports to Shift Supervisor.

ESSENTIAL JOB FUNCTIONS

- Observe and document behavior of detained youth.
- Prevent physical, sexual, and emotional abuse of detained youth.
- Explain and reinforce rules of operation with detained youth.
- Prepare and deliver services related to basic human needs.
- Ensure community safety by adhering to facility security procedures.
- Interact and guide detained youth regarding individual and group behaviors.
- Meet, greet, and search detained youth during the admissions process.
- Physically manage detained youth to prevent injury, as needed.
- Transport detained youth to court and medical appointments.
- Monitor residents during off-site programming events.
- Administer first aid to detained youth, as necessary.
- Available to work weekends, holidays and flexible shifts, as needed.

OTHER SPECIFIC TASKS OR DUTIES

- Perform all other duties as assigned.

MINIMUM QUALIFICATIONS

- In accordance with PA Code 3800-55h, applicants must be 21 years of age.
- Successful candidates should possess knowledge of the juvenile justice and child welfare systems.
- High school diploma or GED required. College credits a plus.
- Knowledge of behaviors associated with detained youth is a plus.
- Experience working with juveniles preferred.
- Knowledge of basic institutional housekeeping preferred.
- This individual needs to be culturally competent and have the ability to work in a diverse environment.
- Ability to interact with youth in a positive manner.
- Good organizational skills.
- Dependable individual who is self-starter and can work with minimal supervision.
- Able to perform multiple duties in a fast paced environment.
- Able to handle CONFIDENTIAL information in a professional manner.
- Ability to produce high volumes of work with minimal errors.
- Ability to use a computer.

PREFERRED SKILLS AND ABILITIES

- Ability to speak and write legibly and articulately.
- Ability to prioritize multiple tasks and maintain confidentiality.
- Ability to maintain professional demeanor under stressful situations.
- Successful candidates should possess knowledge of the juvenile justice and child welfare systems.
- College credits a plus.
- Knowledge of behaviors associated with detained youth is a plus.
- Experience working with juveniles preferred.
- Knowledge of basic institutional housekeeping preferred.
- This individual needs to be culturally competent and have the ability to work in a diverse environment.

REQUIRED LICENSES/CERTIFICATIONS

Clean criminal record, FBI Clearance, and child abuse record. Must have and maintain a valid Pennsylvania driver's license.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Must have the ability to physically manage detained youth in order to prevent injury, as needed.

County of Lancaster

Job Description

An Equal Opportunity Employer

JOB TITLE: Youth Care Worker – P.U.L.S.E.

Job Code: 3D

DATE: 11-15-13

POSITION #:

DEPT: Youth Intervention Center

REPORTS TO:

Position #: 00504418 **Job Title:** P.U.L.S.E. Program Coordinator

FLSA CLASSIFICATION:

Non-Exempt Exempt

WORK SCHEDULE:

Hours/Week: 16/biweekly

TYPE POSITION:

Full Time Part Time
 Temporary Seasonal Intern

Start Time: 11:00pm **End Time:** 7:00am

Work Days (Check all that apply):

S **M** **T** **W** **Th** **F** **Sa**

JOB SUMMARY

Youth Care Workers are responsible for the direct daily care and supervision of the P.U.L.S.E. participants in the facility. P.U.L.S.E. (Providing Uplifting Learning Skills to Excel) is a weekend based treatment program housed at the Lancaster County Youth Intervention Center. This position is expected to exert a positive influence over the youth through daily interaction.

REPORTING RELATIONSHIPS

Reports to P.U.L.S.E. Program Coordinator.

ESSENTIAL JOB FUNCTIONS

- Follow an evidence-based curriculum and facilitate group lessons
- Model positive behavior and educate participants on pro-social choices
- Create a therapeutic environment where the participants feel comfortable to share their thoughts and feelings
- Problem solve issues in a therapeutic manner
- Observe and document behavior of participants
- Prevent physical, sexual, and emotional abuse of participants
- Explain and reinforce rules of operation with participants
- Prepare and deliver services related to basic human needs
- Ensure community safety by adhering to facility security procedures
- Interact and guide participants regarding individual and group behaviors
- Meet, greet, and search participants during the admissions process
- Physically manage participants to prevent injury, as needed
- Transport participants to community service and other outings
- Monitor participants during off-site programming events
- Administer first aid to participants, as necessary
- Attend trainings to further knowledge and skills
- Available to work weekends, holidays and flexible shifts, as needed

MINIMUM QUALIFICATIONS

- In accordance with PA Code 3800-55h, applicants must be 21 years of age
- Candidates must possess and associate's degree or 60 college credits in a related field

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the juvenile justice and child welfare systems
- Knowledge of therapeutic interventions
- Knowledge of basic institutional housekeeping
- Knowledge of behaviors associated with youth involved in the juvenile justice system
- Experience working with juveniles
- Good organizational skills
- Dependable individual who is self-starter and can work with minimal supervision
- Individual needs to be culturally competent
- Proficient in the use of a personal computer using common word processing, data entry and email software
- Ability to facilitate group discussions
- Ability to speak and write legibly and articulately
- Ability to prioritize multiple tasks and maintain confidentiality
- Ability to maintain professional demeanor under stressful situations
- Ability to work in a diverse environment
- Ability to interact with youth in a positive manner
- Able to perform multiple duties in a fast paced environment
- Able to handle CONFIDENTIAL information in a professional manner
- Ability to produce high volumes of work with minimal errors

REQUIRED LICENSES/CERTIFICATIONS

- Clean criminal record, FBI Clearance, and child abuse record
- Must have and maintain a valid Pennsylvania driver's license and an acceptable driving record in accordance with County policy

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Must have the ability to physically manage youth in order to prevent injury, as needed.