



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: 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> Any <input type="checkbox"/>
Desired Work Schedule: Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Occasional/Seasonal <input type="checkbox"/>	Date Available to Start: _____/_____/_____
Military Service? Yes <input type="checkbox"/> No <input type="checkbox"/> Branch: _____ Dates: From _____ to _____ Honorable Discharge? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you currently have relatives who work for the County of Lancaster? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes" name of relative: _____ Relationship: _____
Have you previously been employed by the County of Lancaster? Yes <input type="checkbox"/> No <input type="checkbox"/>	If you are under 18 years of age, can you provide proof of eligibility to work? Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you provide documentation of eligibility to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>	Has your Drivers License ever been suspended? Yes <input type="checkbox"/> No <input type="checkbox"/> Why? _____
Have you ever plead "no contest", plead "guilty", or been found guilty of a misdemeanor or felony offense? Yes <input type="checkbox"/> No <input type="checkbox"/> Date(s): _____ What was the result or disposition of the case? _____ _____	

EDUCATION

High School:	Diploma:	Major:
Address:	# Years Completed:	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>
College or University:	Diploma:	Major:
Address:	# Years Completed:	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>
Other Education (Technical, Business, Graduate, Military etc.)	Diploma:	Major:
Address:	# Years Completed:	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>

EMPLOYMENT HISTORY
(List most recent employer first)

Employer:	From (mo/yr)	To (mo/yr)	Job Title:
Address:	Phone:	Alternate:	Supervisor:
Reason for Leaving:	Start Salary:	End Salary:	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Primary Responsibilities:			

Employer:	From (mo/yr)	To (mo/yr)	Job Title:
Address:	Phone:	Alternate:	Supervisor:
Reason for Leaving:	Start Salary:	End Salary:	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Primary Responsibilities:			

Employer:	From (mo/yr)	To (mo/yr)	Job Title:
Address:	Phone:	Alternate:	Supervisor:
Reason for Leaving:	Start Salary:	End Salary:	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Primary Responsibilities:			

Employer:	From (mo/yr)	To (mo/yr)	Job Title:
Address:	Phone:	Alternate:	Supervisor:
Reason for Leaving:	Start Salary:	End Salary:	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Primary Responsibilities:			

PROFESSIONAL REFERENCES

Name	Address	Phone	Business	Title

DESCRIBE HOW YOUR QUALIFICATIONS ARE APPROPRIATE FOR THIS POSITION

PLEASE READ CAREFULLY BEFORE SIGNING

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 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

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 an 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.