

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 1463160**

**Assistant Training Technician (Youth Services), Grade 14**

Brief Description of Class

Assistant Training Technicians (Youth Services) prepare training sessions, lesson plans, and instructional materials; arrange training classrooms; and demonstrate First Aid/CPR/AED, self-protection, and physical restraint techniques to direct care staff of the Office of Children and Family Services (OCFS).

Distinguishing Characteristics

*Assistant Training Technician (Youth Services):* full performance level; under the direction of higher-level training staff, prepares and conducts training programs for direct care staff in areas such as: principles of security, supervision and safety, First Aid/CPR/AED, crisis prevention and management, conducting searches, trauma, mental health, group disturbances, and suicide risk reduction and response.

Related Classes

Mental Hygiene Staff Development Specialists assist professional-level Training Specialists in the planning, development, and presentation of training programs to improve the knowledge and abilities of those caring for and treating individuals in facility and community settings. Incumbents directly participate in the preparation and delivery of facility and community training programs.

Training Specialists develop and present training programs to improve the on-the-job knowledge, skills, and abilities of employees to enable them to carry out an agency's mission, including the care and treatment of vulnerable persons in the care and/or custody of the State. They may develop and administer contracts for the provision of specialized training services or initiatives; work in a broad array of agencies, including those with institutional, facility, and community-based settings or intergovernmental roles; and may develop and present specialized training to local government employees, contractors, vendors, external human service agency employees, and volunteers.

## Illustrative Tasks

Conducts training sessions or portions of training sessions focused on developing or refreshing the skills of direct-care staff.

- Prepares lesson plans, instructional materials, and classroom set-ups.
- Coordinates training space, supplies, and materials required for agency training programs.
- Confirms participation of co-trainers, presenters, and participants; maintains training records.
- Participates in and provides coaching and support in simulation trainings.
- Demonstrates skills including First Aid/CPR/AED, self-protection and physical restraint techniques.

May observe facility staff in the performance of their duties for purposes of coaching in relation to implementation of proper use of various skills, techniques, and agency policies.

May observe field trainers to provide feedback to improve their training skills.

## Minimum Qualifications

### *Assistant Training Technician (Youth Services)*

Open Competitive: two years of experience providing direct care services for individuals between the ages of 10 and 21 who are generally considered to be “juvenile delinquents,” “youthful offenders,” or youth residing in a residential setting which may include, youth who are diagnosed with mental or developmental disabilities, mental illness, or addictions who could potentially become involved in the juvenile justice system; AND fifty hours of formal training\* within the last two years to direct care staff in areas such as: crisis prevention and management and standard First Aid/CPR/AED.

\*In order to be considered as formal training, the course(s) must include structured lesson plan(s) and documentation of trainee attendance and successful completion of course.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of

the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 3/2023

LJC