

SNOHOMISH COUNTY JOB DESCRIPTION

JUVENILE COMMUNITY PROGRAM SPECIALIST SENIOR

Spec No. 4112

BASIC FUNCTION

To supervise, monitor, instruct, and counsel juveniles confined pursuant to a court order in a non-secure facility; and assist in the supervision of the Youth Enrichment Services programs by providing technical guidance, assigning work, and performing case file reviews.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Leads subordinate employees by providing oversight under the direction of the unit's supervisor. Explains and interprets policies and procedures for departmental staff: assigns, directs and reviews work, as needed; trains subordinates, as necessary.
2. Assists subordinate staff in processing required paperwork, completing statistical reports, and achieving departmental recordkeeping responsibilities.
3. Issues or directs the issuance of Youth Enrichment Services Program Failure Notices and prepares warrant worksheets.
4. Coordinates detention alternative staff activities; sets-up and monitors juvenile electronic monitoring; responds to and resolves problem situations; directs juveniles to report to secure detention when appropriate.
5. Has daily oversight of the Youth Enrichment Services Internship and Volunteer programming. Relays pertinent programming issues to the Youth Enrichment Services Supervisor.
6. Plans, schedules, supervises, instructs, monitors and evaluates the compliance of juveniles in the completion of court ordered confinement in a non-secure facility; transports juveniles to and from site and program activities; evaluates juvenile and recommends appropriate detention placement.
7. Assist in oversight of day-to-day operations including explaining to juvenile clients and their families the program rules, conduct expectations, and consequences for non-compliance, notifies juvenile clients of their compliance status.
8. Acts as a liaison with other departments, attorneys, schools, and service providers by reconciling issues.
9. Enforces program rules and responsibilities; presents and explains project rules, conduct expectations and consequences; directs, monitors and enforces behavioral compliance within established policies and procedures, investigates rule or behavior infractions; prepares incident reports and criminal statements; determines sanctions for failure; imposes program restrictions; intervenes in crisis situations, acts of assault or other

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

criminal matters; transports and presents program failures to secure detention; assists probation staff in securing warrants; testifies in court.

10. Develops program agenda and curriculum in the areas of life skills for juveniles in the alternative programs; conducts the training, leading and facilitating of classes and programs for juveniles; assists school district classified personnel in teaching juveniles in a self-contained classroom and proctoring tests; instructs youth in the performance of community service activities; schedules field trips and recruits program volunteers.
11. Assumes responsibility for the safety and security of the youth and the community.
12. Assist the Youth Enrichment Services Supervisor in delivering Youth Enrichment Services programs, initiatives, and staffing.
13. Conducts one to one and/or group sessions in Youth Enrichment Services Programming.
14. Conducts and interprets data collected through the Youth Enrichment intake process to assist in placing the juvenile into the proper program.
15. Resolves crises situations; monitors client behavior; assesses and interviews each individual for emotional and/or educational needs for program participation and appropriate placement for re-integrating client back into an educational program.
16. Evaluates the juvenile to determine the formulation of educational plans and makes recommendations to the court and School Districts for the reintegration of a juvenile into proper educational settings, provides transitional services to juveniles returning to community schools; assist parents with program information, educational resources and community service options; confers with various officials and professionals on status of incarcerated and/or probationary juveniles.
17. Performs on going public relations work to maintain positive relations between court, clients, client's parents/guardians, various professional agencies and the community; presents information to the public concerning program alternatives to secure detention.
18. Assists in the training of new program employees.
19. Maintains necessary records and prepares required reports. Develops, designs, creates and places into practice new and innovative community-based programs.
20. Performs related duties as required.

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MINIMUM QUALIFICATIONS

A Bachelor's degree in psychology, social welfare, education, human services or other directly related field; AND, two (2) years of experience in the supervision of juveniles (paid or volunteer) with preference for experience in community based youth programs; OR any combination of training and/or experience that provides the required knowledge and abilities. Must pass job-related tests.

PREFERRED QUALIFICATIONS

One (1) year lead experience preferred.

SPECIAL REQUIREMENTS

- Must be at least 21 years of age.
- A valid Washington State Drivers License is required for employment.
- Must pass an extensive background investigation, which may include a criminal history check, a polygraph examination, psychological and physical exams.
- Must obtain a valid First Aid / CPR Card within six (6) months of employment.
- Must become trained in defensive techniques within six (6) months of employment.
- Successful completion of the Washington State Criminal Justice Training Commission Juvenile Services (Probation) Academy may be required within twelve (12) months of employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- juvenile behavior patterns
- current strategies to improve juvenile justice
- racial and ethnic disparities in juvenile justice and the factors that contribute to those disparities
- interviewing, counseling and motivational approaches and techniques
- confidentiality in juvenile corrections and criminal justice positions in general
- literature, developments, and trends in the social services area with emphasis on juvenile community-based programs
- individual and group behavior
- community based resources including educational, social and health services agencies
- basic principles of program planning and youth supervision
- group dynamics and de-escalation skills
- curriculum development and instructional techniques
- criminal and juvenile justice systems

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Ability to:

- organize and lead the work of subordinate level employees as required
- effectively train, coordinate, coach and evaluate the work of subordinate employees
- independently make sound decisions in crisis and emergent situations
- establish and maintain a rapport with juveniles, guiding them toward positive goals
- communicate with juveniles in ways that are both supportive and direct
- use critical thinking skills on a daily basis
- exercise officer discretion, initiative and judgment
- design, write, edit, publish and distribute quarterly program newsletters
- develop curriculum, design lesson plans and instruct juvenile
- monitor the activities of juveniles in a structured setting
- organize and express oneself in written and oral communication
- apply abstract principles, guidelines and concepts to concrete work situations
- work well independently, with a minimal amount of direct supervision
- work with persons from a variety of socio-economic backgrounds and culturally diverse populations
- instruct juveniles in "life skill" classroom activities; instruct and monitor juveniles in "community service" type activities in public settings
- facilitate discussion with a group of youths
- organize data for presentations
- establish and maintain community support groups and professional contacts
- develop and deliver monthly unit meeting agenda
- use physical force effectively and responsibly, including use of mechanical restraints
- use a variety of mechanical and power tools to support youth in performance of projects
- operate computer software applications including word processing, spreadsheets and databases
- operate internet based electronic tracking systems

PHYSICAL EFFORT

Good physical condition is required to deal with occasional violent or threatening behavior on the part of Juveniles.

Employees may be required to restrain Juveniles and lift or move items weighing up to forty (40) pounds.

SUPERVISION

The employee reports to the Youth Enrichment Services Supervisor or other administrative superior as assigned. The work is performed with considerable independence in accordance with established policies and procedures.

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SUPERVISION (Continued)

Employees may work by themselves in the evening and on weekends. Employees supervise youth in compliance with court ordered confinement in a non-secure environment. This classification provides supervision for at-risk offenders in sensitive public and private venues.

WORKING CONDITIONS

Work is performed inside and outside equally and may include outdoor work in all kinds of weather. The employee must be able to work a variable work schedule which may include extended hour days, shift work and work on weekends and holidays. The employee may be required to work at a computer one or more hours per shift. The employee must be willing and able to use appropriate levels of verbal and/or physical force and mechanical restraints on aggravated or hostile youth when necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: February 2013

Revised and retitled: December 2017, Juvenile Community Corrections Officer II (Sr)

EEO Category: 4 – Protective Services

Pay Grade: 240 - Classified Pay Plan

Workers Comp: 1501 Hazardous