

SNOHOMISH COUNTY JOB DESCRIPTION

JUVENILE COMMUNITY PROGRAM SPECIALIST

Spec No. 4055

BASIC FUNCTION

To supervise, monitor, instruct, and counsel juveniles either assigned pursuant to a court order or referred by a Probation Counselor or a Truancy Official into a Community-Based Probation Program.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, schedules, supervises, instructs, monitors and evaluates the compliance of juveniles in the completion of court ordered confinement or probation referred in a non-secure community-based program; transports juveniles to and from site and program activities; evaluates juvenile and recommends appropriate placement, which may include secure detention upon the approval of a Youth Enrichment Services senior, supervisor or manager.
2. Encourages compliance with program rules and responsibilities; presents and explains project rules, conduct expectations and consequences; directs, monitors and encourages behavioral compliance within established policies and procedures; prepares incident reports and determines sanctions for non-compliance; imposes program restrictions; intervenes in crisis situations; transports youth to secure detention and/or county jail for non-compliance; assists probation staff in securing warrants; testifies in court.
3. Assists juveniles and families in resolving crisis situations, identifies barriers to future success.
4. Develops program agenda and curriculum in the areas of lifeskills for juveniles in the Youth Enrichment Services programs; conducts the training, leading and facilitating of classes and programs for juveniles; assists school district classified personnel in teaching juveniles in a community classroom and proctoring tests; instructs youth in the performance of positive youth development community service activities; schedules field trips and recruits program volunteers.
5. Arranges and provides transportation for Youth Enrichment Services programs.
6. Monitors the safety and security of the youth in the program.
7. Conducts one-on-one and/or group counseling sessions offered by Youth Enrichment Services.
8. Conducts and interprets data collected through Youth Enrichment Services intake and screening to assist in placing the juvenile into the proper program.
9. Identifies crisis situations, assesses and interviews each individual using motivational interviewing techniques to encourage program participation and assure appropriate placement in Youth Enrichment Services programs.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Participates in the evaluation of juveniles 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.
11. Performs ongoing public relations work to maintain positive relations between court, youth, youth's parents/guardians, various professional agencies and the community; presents information to the public regarding Youth Enrichment Services programs as alternatives to secure detention; confers with various officials and professionals on status of incarcerated and/or probationary juveniles.
12. Explains and interprets house arrest policies and procedures; sets up and monitors juvenile electronic monitoring devices; responds to and resolves problem situations; directs juveniles to report to secure detention for non-compliance.
13. Assists in the training of new program employees.
14. Maintains necessary records, collects and records data, and prepares required reports.
15. Develops, designs, creates and places into practice new and innovative community-based juvenile programs.
16. Works independently with approximately 10 youth in a community or school setting.
17. Assists in building program; maintains and delivers evidence-based programming.

STATEMENT OF OTHER JOB DUTIES

18. May assume coverage duty functions in the absence of support staff.
19. Performs related duties as required.

MINIMUM QUALIFICATIONS

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

SPECIAL REQUIREMENTS

- Must be at least 21 years of age.
- A valid Washington State Drivers License is required for employment.

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SPECIAL REQUIREMENTS (Continued)

- 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 with six (6) months of employment
- Successful completion of the Washington State Criminal Justice Training Commission Juvenile Services (Probation) Academy may be required within six (6) 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 interviewing 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

Ability to:

- 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 discretion, initiative and judgment
- design, write, edit, publish and distribute quarterly program newsletters
- develop curriculum, design lesson plans and instruct juveniles
- 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

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KNOWLEDGE AND ABILITIES (Continued)

- 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

Employees in this classification report to the Youth Enrichment Services Supervisor or the administrative superior as assigned. The work is performed with considerable independence with periodic reports to supervisor on the status of projects. 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 youths in sensitive public and private venues.

WORKING CONDITIONS

Work is performed inside but 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](#)

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Class Established: Pre-1980 under the title of Youth Work Project Lead

Previous Spec No. 521550

Revised: June 1983, July 1996, October 1999

Retitled: Juvenile Corrections Field Officer

Revised and Retitled: August 2002

Revised: July 2004

Revised and Retitled: December 2017, Juvenile Community Corrections Officer

EEO Category: 4 - Protective Service Workers

Pay Grade: 238 - Classified Pay Plan

Workers Comp: 1501 Hazardous