



CLASSIFICATION NO. 188  
Established: 5/05  
FLSA: Non-Exempt  
EEO: 2

## **WORK CREW SPECIALIST**

### **CLASS CHARACTERISTICS**

Under general supervision, to provide work experience leadership for special populations such as clients referred from the criminal justice system for an assigned restitution program and from human services agencies; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Community Solutions for Clackamas County (CSCC) Division within the Department of Human Services provides services to disadvantaged, unemployed and underemployed youth and adults. Programs include on-the-job training and work experience opportunities, career counseling, placement services, job search workshops, and job retention services, residential weatherization services and mediation services.

The Work Crew Specialist is responsible for overseeing all aspects of field work programs where the incumbent finds field work crew work for clients and directly leads the crews. These programs usually involve simple labor such as landscaping, lawn mowing, painting, and other projects using small crews of usually ten or less clients. The incumbent is responsible for coordinating the program with partner agencies, finding work assignments for the crews, assisting clients with job search through training and counseling, and providing program support through direct crew leading of clients enrolled in the program.

The Work Crew Specialist differs from the Job Development Specialist which has a much greater scope in job development through market research, negotiating and developing employment and training contracts, and counseling businesses on customized services. This classification also differs from the Employment and Training Specialist which does not have regular Crew Leader assignments and has a greater scope in comprehensive assessment of client cases, development of individualized service and training plans, and coordination of major programs with Job Development Specialists. The Work Crew Specialist differs from Human Services Assistant which provides program support in the administration of program services. This classification does not have the scope of responsibilities of Human Services Coordinator 1 in terms of project scope, overseeing crew leaders who provide program support, budget, grants administration, and outreach.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Coordinates work crew program goals with partner agencies; initiates contacts with clients through Counselors and Case Managers; reviews conditions of restitution; contacts agency to arrange for pre-employment counseling.

2. Assesses and reports youth program performance to partner agencies; notifies counselors of clients who drop out of the program or otherwise do not meet the requirements of their work assignments; prepares periodic activity reports to the partner agency.
3. Canvases agencies for potential service contracts, prepares contracts, obtains approvals, completes agency reports and agency billing statements and submits to CSCC finance; provides quotes to representatives of contracting agency; makes recommendations to CSCC management regarding contract parameters and obligations.
4. Supervises work crews of clients, motivates clients, assures safety and reviews quantity/quality of work performed; establishes work crew standards of performance; performs manual labor with crews and emulates good work habits and performance for youth; makes crew assignments based on the capabilities and interests of crew members; monitors productivity, good work habits, and safety compliance; counsels with clients who are having difficulties with assignments or appear to have behavioral issues.
5. Provides general orientation for crews, provides guidance, assists youth to develop individual goals for independence and work maturity skills; prepares and conducts orientations and pre-employment classes; coordinates job search training with outside agencies; arranges for subject matter experts to assist clients with their interviewing skills.
6. Secures and maintains tools for field work assignments, drives van for crews, and works with youth to accomplish completion of service work.

### **REQUIRED KNOWLEDGE AND SKILLS**

Working knowledge of: Principles of counseling, motivation and guidance, particularly for special or disadvantaged populations; basic landscape, lawn care, carpentry and painting techniques; good safety practices; informal and formal motivational and skills training; juvenile justice system processes; interviewing techniques; needs and problems affecting disadvantaged special populations; basic math and report writing.

Skill to: Canvas area agencies for potential service contracts; effectively negotiate and procure service contracts for short term work assignments; develop training plans and train clients for assignments; effectively communicate program goals and benefits to agency partners; establish and maintain effective relationships with the partner agencies; lead the work of service crews; establish rapport with clients and effectively counsel them for positive life changes; safely drive a passenger van; maintain equipment related to the performance of service contracts; maintain accurate performance records and billing records; exercise good judgment to make informed decisions regarding program guidelines; write accurate reports; operate computer equipment.

### **WORKING CONDITIONS**

Incumbents are exposed to a variety of environmental elements including wind, rain, snow, dust, fumes and other irritants. Positions require frequent walking, climbing, bending, kneeling and the ability to lift and carry objects.

In addition to the above, duties within Community Corrections require frequent squatting, digging, twisting, balancing, reaching, grasping, exposure to noise and vibration, and the ability to lift and carry 100 pounds, and push/pull 90 pounds.

## **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None required.

## **PRE-EMPLOYMENT REQUIREMENTS**

Incumbent must have the ability to safely operate a 15-passenger van.

Must successfully pass a criminal history check which may include national or state fingerprint records check; Positions within the County's Criminal Justice agencies must successfully pass an extensive background investigation which may include national fingerprint records check.

Must pass a pre-employment drug test.

Employment is contingent upon passing a post-offer physical assessment. Accommodation request will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 2/23