



CLASSIFICATION NO. 189  
Established: 10/22  
FLSA: Non-Exempt  
EEO: 5

## **JUVENILE SERVICES SPECIALIST**

### **CLASS CHARACTERISTICS**

Under general supervision, to complete intake of youth into custody, provide supervision, assessment, and observation of youth; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Juvenile Department provides prevention and early intervention services to at-risk youth, as well as case management for youth who have been referred to the department for delinquent behavior.

The Juvenile Services Specialist is a paraprofessional classification within the County Juvenile Department assigned to the Juvenile Intake and Assessment Center (JIAC). The Juvenile Services Specialist performs basic intake and assessment activities. Incumbents accept custody of youth brought in by law enforcement; assess specific medical, mental health, or crisis needs of youth; and completes collateral contacts to determine appropriate release plans.

The Juvenile Services Specialist is distinguished from the entry-level professional Juvenile Counselor 1 that is responsible for administering validated risk assessments, formal accountability agreements, case management, and informal supervision outside of the court ordered process.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Takes custody of youth brought in by law enforcement; gathers and compiles information from youth, parents, and other agencies; develops a comprehensive plan for the youth focusing on community safety and immediate needs of the youth.
2. Assesses youth's physical health, substance use history, mental health status, and history of violence; utilizes a variety of screening tools; accesses appropriate contracted service agencies.
3. Prepares intake report to summarize information compiled and outlining plan for youth; fingerprints and photographs youth based on statute.
4. Explains release plan, dispositional options, and court procedures to youth and their families according to established guidelines.

5. Prepares written reports and maintains accurate records and appropriate documentation; performs data entry and conducts review and coding of notes in JJIS Intake, JJIS Notes, and ACCESS Notes.
6. Provides secure transportation to court appearances, medical appointments, psychiatric evaluations, and various other commitments for youth in custody.

### **REQUIRED KNOWLEDGE AND SKILLS**

Some Knowledge of: Criminal law; juvenile law; juvenile court policies and procedures; rules and regulations regarding juvenile detention and probation; behavior and adjustment needs of juvenile offenders and methods of intervention; symptoms of physical and mental disorder, substance abuse or deficiencies; principles and best practices as they relate to adolescent development and family engagement; community resources and facilities available for appropriate behavioral interventions; methods and techniques used in individual and family counseling.

Skill to: Assess the needs of juveniles; oversee supervision of youth while are temporarily in the JIAC; respond effectively in situations with individuals who may be hostile and aggressive or have emotional disorders; understand and apply state laws, rules and regulations and department policies and procedures; make appropriate recommendations; maintain accurate case or program records and prepare legal documents such as a court summons; communicate effectively, both orally and in writing; establish and maintain effective cooperative working relationships with juveniles and their families, law enforcement personnel, youth serving agencies, staff and the public.

### **WORKING CONDITIONS**

Occasional interactions with juveniles may involve physical contact and/or exposure to hostile attitudes.

Participation in Crisis Prevention and Defensive Tactics training and its use involve controlled defensive and offensive body movements including standing, twisting, bending, balancing, pushing, swinging, blocking, parrying, and striking.

The Juvenile Intake and Assessment Center is a 24 hours per day, 7 days per week operation requiring availability to work any and all shifts.

### **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 six (6) months of experience working with at-risk youth that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

## **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

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.