

Youth Service Specialist

I. Position Title: Youth Service Specialist

Status: Full time/ non-exempt

II. Position Reports to: Shift Supervisor/CIC Program Director

Position Supervises: N/A

III. Purpose of Position: To ensure the safety of juveniles and other staff members at the CIC. Youth Service Specialists will complete the admission functions including: screening juveniles for appropriateness for admission upon entry, inventorying of property, fingerprinting and photographing juveniles, making data entries on the statewide computer bases system of juvenile crime, and gathering and entering computer information to assist with discharging the juvenile from the facility. Youth Service Specialists will provide emotional support to juveniles and their family members as well as their CIC co-workers. They will assist in discipline, report all incidents and operations information to the Program Director, handle emergency and crisis situations; they will contact parents, legal guardians, attorneys, or responsible adults according to decided upon procedures; they will facilitate meetings with juveniles and parents to explain charges, discuss referrals to community services, and determine placement if appropriate; if needed they will enter case data for fingerprints, photographs, the statewide computer data base of juvenile crime. They will assist in any partnership activities with other agencies.

IV. Education and Experience: A minimum of a H.S. diploma or GED required. Possession of a bachelor's degree with major course work in human services or closely related field, or a combination of experience working with juveniles and a major course work in human services or a closely related field preferred.

V. Qualifications:

Knowledge: Principles of basic juvenile and human development; basic first aid and CPR; principles of managing aggressive behavior.

Skills: Positive mental attitude, mature judgment in appraising situations and adopting an effective course of action: ability to handle crisis situations appropriately and function well under pressure: sound decision-making ability; good oral and written communication.

Requirements: Must be 21 years of age, be an individual of good character, habit and reputation. Must possess a valid OK motor vehicle operator's license and must have a pre-placement physical evaluation and TB test

VI. Expectations:

- Professional in conduct and appearance
- Regular and timely attendance
- Attendance at CIC and YSOC all staff meetings
- Participate equally in all work duties during scheduled shift
- Demonstrate a working knowledge of CIC/YSOC policies and procedures
- Completes all training and certification required to maintain an up-to-date personnel file

VII. Salary Range: \$8.15 per hour (.50 differential on 4-12 and .75 on 12-8)

Job Descriptions will be reviewed annually at evaluation and a copy of the job description will be given to the employee at the time of orientation.