

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Program Specialist	B	2	2	Non-Exempt
POSITION TITLE:	Outreach Specialist	POSITION#:		
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised (Check one)	Date:			
SERVICE TYPE:	AFSCME			
Employee Name:		Department:	Juvenile	Supervisor:
FTE:	1.0	Employment Status:	Regular Full Time	

Position Summary:

Provide support for Juvenile Court Counselors in supervising juvenile offenders, enforcing court orders and facilitating the Teen Court program. Conduct home, community and school visits and provide transportation to detention, appointments, and other activities. Oversee use of home detention units, assist with skill building and case management, and perform drug testing.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	<p>MFA: Community Involvement and Interactions</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • Monitor clients' behavior and compliance with court orders and conditions of probation. Interact with clients in community settings such as: home, school, place of employment and other applicable venues. • Transport clients to detention, court, placements, appointments, and elsewhere as needed. • Install home detention units; explain process/guidelines to youth and parents, troubleshoot problems, order units and supplies, and train staff in the use of home detention. • Monitor the collection of urine and DNA samples from youth and submit for analysis. • Collaborate with social service agencies, schools and individuals in coordinating service delivery and structured supervision. • Participate in treatment team assessments, case staffing and individual education plans in collaboration with social service agencies, schools, law enforcement agencies and others as necessary. • Facilitate skill building classes in individual or group setting for youth and for parents. 	50%

2	MFA: Community Involvement and Interactions Essential Duties: <ul style="list-style-type: none"> • Collaborate with, share information with, and work as a resource for outside agencies and individuals regarding the implementation of clients' case plans. • Collaborate with education system through attending and participating in school meetings on a weekly basis at various schools throughout the county. • Participate in positive youth development programs. • Represent the department by serving on departmental, interdepartmental, county and state wide committees, teams and task forces. 	40%
3	MFA: Internal Organizational Duties and Department Contributions Essential Duties: <ul style="list-style-type: none"> • Maintain hard copy records and clinical case files necessary to the effective operation of the juvenile department. • Maintain electronic files through the statewide Juvenile Justice Information System. • Attend training and conferences to maintain and improve skills necessary to the successful performance of the job. 	10%
4	And other duties as assigned.	
Percentages should total 100%		100%

Special Requirements:

<ul style="list-style-type: none"> • Associate's degree or two-year certification. <i>Preferred Bachelor's degree in law enforcement, corrections, human or social services, and 1 year of experience working with youth and families preferably in an agency within the juvenile justice field.</i> • 2 years of progressively responsible experience working with youth and families preferably in an agency within the juvenile justice field. • Driver's license with an acceptable driving record. • Bi-Lingual Preferred <p>An equivalent combination of education, training, and work experience that demonstrates a candidate's ability to perform the essential functions of the job may be accepted.</p> <p><i>Preference will be given to candidates who are bi-lingual. Preference will also be given to candidates with a Bachelor's degree in law enforcement, corrections, human or social services, and 1 year of experience working with youth and families preferably in an agency within the juvenile justice field.</i></p> <p>Hiring contingent upon the successful completion of the background check and fingerprint check.</p>
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NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.