



## YOUTH SERVICES SPECIALIST

**DEPARTMENT:** POLICE

**DIVISION:** YOUTH SERVICES

**SUPERVISION RECEIVED:** Works under the supervision of the Youth Services Coordinator.

**SUPERVISION EXERCISED:** None.

**POSITION CLASSIFICATIONS:** The position of Community Worker-Youth Services in the City of Stow is classified by the Stow Municipal Civil Service Commission, is non-exempt under the Fair Labor Standards Act and is not included in a collective bargaining agreement.

**PURPOSE:** Perform duties to monitor and assist youthful offenders to ensure behavioral contract compliance (i.e. substance abuse assessments, counseling, house arrest, community service work, etc.) as a diversion to official court processing; hold youthful offenders accountable in a local setting; further the goal of preventing future law violations.

### ESSENTIAL FUNCTIONS:

1. Meet with youthful offenders and parents on a six month contract.
2. Communicate with school officials, teachers, treatment agencies and counselors.
3. Report suspected physical/emotional or sexual abuse to CSB and coordinate with the CSB workers on the disposition of the cases.
4. Maintain and record files on the CAD system.
5. Administer random urine drug screens, when indicated.
6. Maintain weekly contacts with youth.
7. Document reports, impressions and progress and attach, along with case notes, to youth's file.
8. Perform close-out reports when juveniles complete six month contract.
9. Process paperwork of all arrested juveniles that are referred to the program, in the CAD system.

10. Supervise and oversee community service worksites.
11. Implement and coordinate field trips and camp programs for youth.
12. Attend Juvenile Court hearings and make recommendations to court staff for disposition of youth who fail diversion.
13. Generate monthly and annual report statistics.
14. Cooperate with and assist other diversion programs and law enforcement agencies.
15. Maintain juvenile records and implement sealing procedures, when eligible.
16. Coordinate the Safety Town program.
17. Perform other duties related to those of the position and/or resulting from the needs of the organization.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

### **QUALIFICATIONS:**

1. Must have graduated from an accredited four-year college or university with a degree in social work, corrections, criminal justice or a closely related field.
2. Must possess the ability to perform tasks with a high degree of accuracy and under pressure.
3. Must have skill in operating the listed tools and equipment.
4. Must have the ability to establish and maintain effective working relationships and communicate effectively, both orally and in writing, with City employees and officials and the general public.
5. Must be able to work in potentially volatile situations and with belligerent individuals.
6. Must possess and maintain a valid State of Ohio Driver's License throughout the term of employment.

**TOOLS AND EQUIPMENT:** Tools and equipment used in the performance of this position include, but are not limited to the following: personal computer, including word processing, spreadsheet & data base software; fax and copy machines; calculator; motor vehicle; telephone.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects; and reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

The employee occasionally moves and/or lifts up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.