



JOB DESCRIPTION

Title	Juvenile Prevention Specialist	Created	Dec. 2012
Department	Juvenile	Revised	
Job Class	A 9 3	Safety Sensitive	Yes
Labor Union	AFSCME Local 2746 Courthouse/Roads	FLSA	Non-exempt

Purpose

Works with parents, youth and/or their families to promote healthy development and deter negative behaviors such as substance abuse or juvenile crime.

Essential Functions

An employee in this classification may perform any of the following duties, however, these examples do not include all the specific tasks that an employee may be expected to perform up to and including:

- Facilitate or co-facilitate group services, which may include: After-school clubs, social skill development, and parenting groups for youths and/or their families.
- Provide one-on-one mentoring for youth and/or parents.
- Coordinate prevention activities that focus on building protective factors and reducing risk factors with service partners regarding program activities and requirements, including parenting education
- Responsible for maintaining contact with referral source(s) and/or other staff regarding the parents, youths and their family members.
- Responsible for records maintenance including mandatory requirements (e.g. reports of child abuse) contractual reporting and documentation, attendance records, program evaluation and fidelity reports.
- Provide referral services to clients and their families, e.g., schools, mental health services, employment services, etc. Maintain awareness of community referral resources. Facilitate coordination of youth services, parent education and family participation through activities such as open houses, community forums/focus groups and youth celebrations. May be required to provide periodic training to the general public related to prevention services.
- Supervise recreational activities.
- Attend informational meetings, which may include all-agency meetings, team meetings, consultation meetings, staff meetings, intra-agency trainings, etc.
- Provide staff support and coordination of sub-committees working on specific work plan objectives.
- Participate in resource development including fundraising, grant writing, and marketing
- Continually increase level of cultural sensitivity, awareness and competency.



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- Other duties as assigned.

Mandatory Qualifications

Requires a High School diploma and at least one year of experience in Human Services or a related field. Must be able to work in a physically active environment with high-risk children having potential behavior issues. Must demonstrate effective communication skills and the ability to provide culturally competent services to diverse client populations. Proficient in or ability to learn required computer applications. Possess and maintain driving privileges in the State of Oregon.

Desired Qualifications

College degree in Human Services or a related field and/or training in child development, prevention, substance abuse or related topics helpful.

Physical Demands

Physical demands on position are minimal involving moving materials, books, files, etc., weighing up to 15 pounds.

Working Conditions

Professional office/community working environment, which requires teamwork, cooperation, positive communication, and safe work habits.

Supervisory Responsibility

Supervision is not a responsibility of this position.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.