

## **JUVENILE SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for identifying and responding to social, emotional, and vocational needs of youth through referral to appropriate agencies or by assisting the supervising Probation Officer in providing counseling services. The Juvenile Specialist supplements and reinforces the objectives of the Probation Department programs by encouraging acceptable behavior and attitudes in the resolution of personal problems and counsels toward realistic vocational goals. The work also involves the screening of appropriate youth for referral to appropriate diversion programs within the Probation Department, including community service, victim offender reconciliation, electronic home detention, and the intensive supervision program. The work is performed under the general supervision of the Probation Director. The Probation Director may allow the Juvenile Specialist varying degrees of independence in performing the duties. An employee of this class must be available at times, outside normal working hours, to provide assistance in solving difficult problems.

### **TYPICAL WORK ACTIVITIES: (Illustrative only)**

Provides assistance, consultation, and information to other community agencies in areas of Juvenile Delinquency;  
Assists Probation Officer in counseling family members of youths with problems concerning social, personal, educational, and vocational matters;  
Maintains case files as mandated by Departmental guidelines;  
Contacts school, public, and private agencies to gather information on Juvenile Delinquency youth;  
Visits the homes of Juvenile Delinquency youth to obtain social information in order to make appropriate referrals;  
Identifies needs and aspirations of youth and devises workable responses;  
Gathers data relative to social conditions and special needs to assist in long range planning;  
Facilitates the referral and follow-up of youth to the victim/offender reconciliation program, the juvenile intensive supervision program, the electronic home monitoring program, and the community service program;  
Encourages acceptable social behavior and attitudes in youth through individual contacts;  
Makes oral and written reports relative to individual cases and attends meetings with supervisors and others to develop appropriate plans;  
Maintains correspondence and personal contacts with youth, their families, victims, and other human service agencies;  
Makes referrals to appropriate human service agencies based upon the youth's needs;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the factors underlying Juvenile Delinquency behavior; good knowledge of local socio-economic conditions as they relate to youth; good knowledge of the problems and aspirations of modern youth; good knowledge of the private and public agencies for the provision of youth services; working knowledge of accepted counseling and interviewing techniques; working knowledge of adolescent behavior; ability to establish and maintain cooperative relationships with youth; ability to submit concise written and oral reports; willingness to work odd and/or extra hours; sound judgment.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma; and

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in social science, sociology, psychology, criminology, education, or a related field; or

(b) Completion of 60 semester hours from a regionally accredited or New York State registered college or university in a program with major emphasis as listed in (a) and one year of experience in a field of human services;  
or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

**NOTE:** One year of experience as outlined above equals two years of training.

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:**

New York State drivers license and reliable transportation is required.