

Department: District Attorney  
Classification: Competitive\*  
Grade: Ungraded

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DOCUMENT 09

TEEN OUTREACH ADVOCATE

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the office of the District Attorney and has the responsibility for addressing critical issues of students grades 7 - 12 with the support of local school administration. The work is done primarily in the respective school districts providing literature and referrals of appropriate agencies to teenagers. The work is performed under the direct supervision of the District Attorney with wide leeway of independence in performing the required duties. An employee of this class must be available outside of the normal working hours to provide necessary assistance in solving difficult issues. The incumbent performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides assistance, counseling, and information to teenage students in dealing with sensitive issues;  
In close contact with schools provides classroom discussion or one-on-one meetings with students when necessary;  
Provides literature, videos, and oral presentations to groups of students;  
Addresses issues and how to deal with problems confronting teenagers such as alcohol/drug abuse, drinking and driving, date violence and rape, and domestic violence;  
Identifies needs and aspirations of youth and devises workable solutions;  
Attends meetings with school officials and agencies to develop appropriate plans;  
Assists teenagers to develop skills to police themselves;  
Encourages acceptable social behavior and attitudes among teenagers;  
Submits written reports relative to the progress and success of the program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the factors that pressure teenagers; good knowledge of socio-economic conditions as they relate to students; good knowledge of the problems and aspirations of teenagers; good knowledge of public and private agencies addressing teenagers' problems; working knowledge of teenage behavior; ability to gain trust, establish, and maintain good relationships with youths; willingness to work additional or extra hours; be available to 24 hour phone access; sound judgment; physical condition commensurate to the demands of the position.

TEEN OUTREACH ADVOCATE- Continued

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in Social Science, Human Services, Sociology, Psychology, Education, or related field and two years of paid experience in the field of human services.

\* This position will be filled under 64.3 of the Civil Service Law - (1/1/02) for the duration of the grant or 18 months. If a second grant is approved 1/1/03, this position will become competitive and a test will be administered.