

LINN COUNTY CLASSIFICATION

TITLE: JUVENILE WORK PROGRAM OFFICER 1
NUMBER: 618
PAY RANGE: 14
CATEGORY: SEIU

APPROVAL ORDER
NUMBER: 2005-059
DATE: May 25, 2005

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Provide professional supervision and guidance to juvenile offenders assigned to the Juvenile Department's Work Service Programs (work crew, community service, experiential therapy, restitution, etc.). Responsible for assisting juveniles with job skill enhancement, competency development, accountability, employability, positive group dynamics and community interactions.

SUPERVISION RECEIVED: Works under the supervision of the Juvenile Work Program Supervisor who assigns duties, provides guidance on difficult cases and reviews performance for results obtained.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this classification but an incumbent may act as lead worker to assist with trainees, relief staff, volunteers and practicum students.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Supervise, train and monitor all assigned juveniles involved with work service program activities in accordance with established policies and procedures. Handle emergency situations, disciplinary issues and crisis intervention including but not limited to physical restraint.
2. Perform all the duties as a Juvenile Counselor further described in applicable Oregon Revised Statutes.
3. Safely transport juveniles to and from project locations while operating a County vehicle with a utility trailer. Safely load and unload tools and equipment needed for each work crew assignment.
4. Provide juvenile offenders with the necessary tools and safety equipment to perform assigned work and utilize the tools and equipment safely. Demonstrate to each the correct methods for performing assigned tasks and to verbally instruct them in safety practices required to maintain a safe work environment.
5. Safely operate, clean and maintain powered and non-powered tools to include chainsaws. Maintain clean workspaces, which include but are not limited to vehicles, trailers, storage facilities; worksites, and office spaces.
6. Prevent the escape or injury of assigned juveniles by exercising sound judgment and verbal and physical control in compliance with policies and procedures. Conduct daily searches of juveniles to provide a productive and secure environment.

7. Orient juveniles and their families regarding program policies and procedures through group and individual presentations.
8. Initiate and maintain accurate and complete reports, records, memos, letters, and daily evaluations of work performed by juvenile offenders. Notify probation officers both orally and through written reports on compliance or non-compliance with the Work Service Program's policies and procedures.
9. Assist in the training, direction of the daily activities and review of the paperwork prepared by new and temporary employees, practicum students, and volunteers.
10. Maintain required training certifications, which include but are not limited to: CPR, First Aid, Restraint, Non-Violent Crisis Intervention, Epinephrine Administration and Medication Dispensation. Maintain an Oregon Motor Vehicle Operator's License and an acceptable driving record.
11. Develop and maintain effective, harmonious and reasonable working relationships with others.
12. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification description covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment for the position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Some knowledge of behavioral and adjustment problems of juveniles and appropriate approaches; principles of social work and case management; modern office procedures, methods and computer equipment including but not limited to word processing programs and data bases.

Ability to establish and maintain effective working relationships with staff, superiors, other agency personnel, clients, parents, guardians, and other significant personnel; communicate effectively both orally and in writing; work with juveniles and within the juvenile justice system; prepare clear and concise records; maintain accurate files; operate equipment, power and hand tools and train others in their use; operate a vehicle with trailer.

EXPERIENCE, EDUCATION AND TRAINING: Six months of any combination of professional and volunteer experience in a social service agency, preferably in an agency within the juvenile justice system. Graduation from a four-year college or university with a Bachelor's Degree in the Humanities or Social Sciences such as: sociology, psychology, counseling, or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Qualifications as set forth in the applicable Oregon Revised Statutes. Possession of a valid Oregon Motor Vehicle Operator's License and an acceptable driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed outdoors in all types of weather conditions supervising work crew activities and surveying future work projects with some work performed indoors in an office environment. Work requirements include mobility and the ability to stand, sit, bend, stoop, see, talk and hear, reach, and manipulate objects, tools, or controls. Many duties are physically demanding requiring the movement of up to ninety (90) pounds and restraining juveniles whose behavior is non-compliant or could lead to the escape, injury of self or others, or damage to property. Some work assignments involve the safety and security of work crew activities or the juvenile detention facility.