

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: JUVENILE WORK PROGRAM COORDINATOR
DEPARTMENT: PROBATION
REPORTS TO: JUVENILE HALL SUPERINTENDENT

CLASS CODE: 60425
FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Primary responsibility is to plan, develop, implement and administer juvenile work programs to provide an alternative to incarceration; coordinates and monitors all phases of program services.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Develops work sites for juveniles; coordinates related contracts.

Conducts orientation sessions for juveniles assigned to work program.

Transports or arranges transportation for youths who need to go to court; trains and supervises employees who assist in court transportation.

Teaches job skills, work ethics and discipline to youth through counseling and on-site work opportunities.

Supervises juveniles on work crews; ensures that proper procedures are being followed by juveniles.

Monitors behavior of juveniles in work programs; evaluates their performance by observation or through information obtained from work site contacts; determines their further continuation in the program.

Generates revenue for work programs; collects initiation fees; solicits donations.

Maintains records and proper documentation of work program activities.

Trains and supervises employees who assist with juvenile work programs.

Transports juveniles to and from court or other locations.

Communicates with probation officers or others concerning juveniles in work programs.

Makes presentations to community groups, organizations and individuals regarding programs, services and activities.

Reviews and interprets legislation, codes and regulations and ensures program compliance; reviews professional publications and attends seminars to ensure information relating to the operations of juvenile work programs is current.

Prepares reports, correspondence and other written materials.

Serves as Juvenile Hall Supervisor as needed.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment

Computer

Vehicle(s)

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Psychology, Counseling or a related field; and,

One to two years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Basic Juvenile Institutions Training

Supervisor Core Training

First Aid/CPR

Penal Code 832

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Administration and supervision of a juvenile correctional facility, including the proper care and treatment of juveniles.

Administrative principles and practices, including goal setting and implementation.

Administration of staff and activities.

First aid methods and techniques.

Principles of program management and evaluation.

Basic budgetary principles and practices.

Applicable state, federal and local ordinances, laws, rules and regulations.

Methods and techniques of research, statistical analysis and report presentation.

All computer applications and hardware related to performance of the essential functions of the job.

Recordkeeping, report preparation, filing methods and records management techniques.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence and other written materials.

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to maintain discipline and orderly conduct among juveniles.

Ability to make quick, effective and reasonable decisions in emergency situations, and to take appropriate action to include physically restraining violent juveniles.

Ability to speak effectively before public groups and respond to questions.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to write reports, correspondence and procedure manuals.

Ability to define problems, collect data, establish facts and draw valid conclusions.

While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, speak and hear, and lift and/or move up to 50 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds and to use color, sound, odor and shape perception and discrimination.

Working Conditions:

While performing the essential functions of this position the employee is occasionally exposed to outdoor weather conditions and hazardous materials.

The incumbent's working conditions are typically moderately quiet.

file: juvwrkpr.60425

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.