

## **YOUTH ADVOCACY COORDINATOR - Bilingual**

### DEFINITION

To plan, develop, coordinate, implement, and evaluate services aimed at reducing the number of minority youth in the Juvenile Justice System. To develop and provide culturally relevant intervention and advocacy for youth. To coordinate professional partnerships to support the recruitment and training of interns, mentors, or volunteers. To perform a variety of professional and administrative tasks relative to the assigned area of responsibility. To perform related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned management personnel and Youth Services Director.

### EXAMPLES OF DUTIES – Duties may include, but are not limited to the following:

Plans, develops, coordinates, implements, and evaluates services aimed at reducing the number of minority youth in the Juvenile Justice System.

Develops and provides culturally relevant intervention and advocacy for youth referred to the Department of Youth Services by law enforcement agencies.

Provides counseling opportunities for minority youth and their families.

Conducts risk assessment based on the juvenile and family to develop individual treatment programs as necessary.

Accompanies juveniles to and from detention, Court, home, placement facilities, schools, activities, and appointments.

Develops and coordinates resources in the community to allow for culturally appropriate diversion opportunities for all youth.

Coordinates professional partnerships to support the recruitment and training of interns, mentors, or volunteers.

LANE COUNTY  
Youth Advocacy Coordinator - Bilingual (Continued)

EXAMPLES OF DUTIES: (Continued)

Establishes and maintains liaisons with citizen boards, commissions, committees, and public and private agencies related to the program to elicit cooperation to achieve the program's goals and objectives.

Assists and supports youth and their families through the court process; provides information to the court and probation staff.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices, and theories of juvenile corrections, intervention and advocacy programs, and human services delivery systems.

Social service agencies and community resources that provide culturally appropriate services to all youth.

Techniques and practices of program planning, organizing, case management, and coordination of intervention and advocacy programs.

Cross-cultural factors that affect youth in the Juvenile Justice System.

Pertinent federal, state, county, and local laws, codes and regulations.

Investigative techniques for gathering, evaluating, and conveying sensitive and confidential information.

Human development, family relationships and systems, substance abuse issues, social casework methods and/or techniques.

Theories of youth development and their application and an understanding of the dynamics of behavioral and emotional problems in juveniles.

Office equipment and computer use as well as different computer applications.

LANE COUNTY  
Youth Advocacy Coordinator - Bilingual (Continued)

Ability to:

Negotiate agreements and facilitate solutions with law enforcement agencies, correctional agencies, and service providers that address issues involving minority youth in the Juvenile Justice System.

Recognize the unique issues minority youth face as they go through the Juvenile Justice System.

Correctly interpret and apply pertinent laws and policies to specific problems relating to intervention and advocacy programs.

Deal effectively with youth of various socioeconomic, racial, and cultural backgrounds.

Establish and maintain effective working relationships with those contacted in the course of work; work as a team member and work with professional independence.

Prepare clear, accurate, and concise reports as needed.

Communicate clearly and concisely, both orally and in writing.

Train and coordinate the work of interns, mentors, and volunteers.

Experience and Training

Training:

Bachelor's degree from an accredited college or university in counseling, psychology, public policy planning management or a related field.

Experience:

Two years of increasingly responsible program coordination experience with strong background in program planning and development. One year must be in youth oriented program where juveniles of diverse backgrounds have been involved.

Bilingual and/or bicultural skills are desirable.

LANE COUNTY  
Youth Advocacy Coordinator - Bilingual (Continued)

Experience (continued):

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special requirements:

Oregon Driver's License at the time of appointment.

Bilingual definition updated; approved by HR Director 09/14/06

**BILINGUAL “B”**

Bilingual designation is an adjunct classification.

Language - *Spanish*

DEFINITION:

To assist in providing bilingual communication with Limited English Proficient (LEP) persons. Individuals in these classifications do more than self-identify; they have successfully passed a test demonstrating proficiency in both English and the other language administered by the County. The need for the use of the second language in the performance of job duties in this classification has been identified.

EXAMPLES OF DUTIES:

In addition to the regular knowledge, skills, and abilities required of the employee’s main classification, the bilingual duties of this adjunct classification may include, but are not limited to the following:

- Interpreting between English speakers and LEP persons.
- Orally translating documents
- Providing oral assistance
- Providing written assistance, including some written document translation

MINIMUM QUALIFICATIONS:

Knowledge of:

Both languages, demonstrating the ability to convey information in both languages quickly and accurately.

Ability to:

- Communicate clearly and concisely.
- Maintain confidentiality of communications.

EXPERIENCE AND TRAINING:

An equivalent combination of experience and training or demonstrated abilities qualifying the employee or applicant to perform the duties described herein. These skills and abilities may be acquired in various ways; i.e., education and/or bilingual or bicultural experiences.