



LANE COUNTY  
K014B  
Established 12/14/11  
Bilingual Adjunct  
Established 10/17/17  
Updated 05/07/18

## JUVENILE JUSTICE SPECIALIST - Bilingual

**CLASS SUMMARY:** To perform professional skill-building support for juvenile offenders. The Juvenile Justice Specialist assists in a variety of tracks specifically related to supporting youth in the juvenile justice system. This classification focuses specifically in supporting skill development and case plan implementation with youth and families in the juvenile justice system. Monitors and works with youth, prioritizes and assigns work and evaluates their performance. Specific duties will vary in accordance with each track as listed below. Performs related duties as required.

**Culinary Arts** Perform a variety of duties related to culinary arts. Assist youth enrolled in the Culinary Arts program. Employees in this track assist youth with hands-on experience in all aspects of food service and catering.

**Case Work Support and Skills Training** Perform a variety of duties related to supporting and tracking youth in case plan success; training youth in the development of pro-social coping strategies.

**Horticulture and Forestry** Perform a variety of duties related to horticulture and forestry in juvenile work crews.

**CLASS CHARACTERISTICS:** This classification is distinguished from other classifications in the Department of Youth Services by the specific responsibility assumed in each of the tracks listed. Positions in this class are often assigned responsibility for project coordination.

**SUPERVISION RECEIVED AND EXERCISED:** Receives general supervision from assigned supervisory and management personnel.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

- |    | <b><u>All Tracks</u></b>   |
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| 1. | Conducts interviews with youth referred to vocational and skill-building programs; provides feedback to youth and assigned casework counselors.  |
| 2. | Provides individualized and group training and support to youth. Makes referral to appropriate services.   |
| 3. | Supervises youth in skill-building programs; monitors activities of juveniles and progress during program and other community activities; instructs youth in social and life skills, work ethic and academic skills. |

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| 4.  | Documents youths' performance and evaluations; gives verbal warnings, written warnings and suspends youth for inappropriate behavior. Participates in treatment team assessments, IEP's and case staffing as appropriate.         |
| 5.  | Coordinates communication between the Department of Youth Services and/or parents and/or other agencies.  |
| 6.  | Facilitates the implementation of case and program plans.   |
| 7.  | Utilizes culturally and gender relevant approaches for each youth, and periodically evaluates effectiveness of skill-building plans.  |
| 8.  | Prepares and maintains a variety of records and reports related to daily operations in assigned area of responsibility.   |
| 9.  | Handles emergencies or crisis situations.   |
| 10. | Facilitates conflict resolution between and among youth. Effectively deals with angry, hostile, or confused youth, utilizes de-escalation techniques; gains youth confidence and cooperation.                                     |
| 11. | Maintains safe and secure environment by utilizing appropriate intervention.  |
|     | <b><u>Culinary Arts</u></b>   |
| 1.  | Maintains records of youth's activities and schedules; notifies appropriate personnel of youths' actions and behavior.  |
| 2.  | Trains and instructs youth in proper methods of cooking, baking, meat cutting, vegetable preparation and use of equipment. Participates in the preparation of meals, cooks vegetables and meats, bakes pastries and makes salads. |
| 3.  | Travels with a crew of youth to promote department; provides catering services to outside organizations; supervises a crew of youth outside the department in the community.  |
| 4.  | Conducts and instructs youth to assist in inventory of stock, equipment, and tools on a periodic basis; receives and shelves stock, maintains supplies in kitchen; ensures the proper storage of food.                            |
| 5.  | Prepares, cooks, and serves food for meals consistent with planned menus; maintains appropriate portions when applying recipes to various quantities.   |
| 6.  | Assists in the planning of menus that provide nutritious and attractive food.   |
| 7.  | Supervises and participates in the preparation of special diets and daily menus.  |
| 8.  | Works with catering clientele to provide outstanding customer service by delivering food in a timely manner, including retrieval of items, and maintains safety and sanitation of catered items.                                  |
| 9.  |   |

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| 10. | Works with staff to maintain communication with vendors/suppliers; estimates needs from vendors/suppliers for cleaning supplies, perishables and uniforms. Coordinates communications and relationships with customers, trains youth in effective customer service.    |
| 11. | Maintains and/or monitors sanitary standards; checks cleanliness of area.  |
|     | <b><u>Casework Support and Skills Training</u></b>   |
| 1.  | Provides tracking and monitoring assistance of youth referred to Department of Youth Services.   |
| 2.  | Participates in planning in selected cases; assist in case management by meeting with the juvenile and parents; gather pertinent information relative to juveniles and monitor their activities; maintain program reports and other pertinent contacts or information. |
| 3.  | Locates and makes personal contact with the juvenile in the community; provides transportation to various intervention services; assists law enforcement by responding to calls when requested.  |
| 4.  | Conducts field visits to youth at school, home, work, and in the community to ensure their compliance with conditions of their caseplan; reports case status to designated staff.  |
| 5.  | Conducts curriculum with youth, both individually and in group, to support youth development of appropriate social, relational, and decision-making skills .   |
|     | <b><u>Horticulture and Forestry</u></b>  |
| 1.  | Performs a variety of complex maintenance tasks including trail maintenance, campground maintenance, stream restoration, invasive plant removal, and general park maintenance.   |
| 2.  | Trains youth on farming techniques including planting of seed and plant starts, fertilizing, watering and harvesting.  |
| 3.  | Trains community service and paid youth on work methods and procedures.  |
| 4.  | Performs preventative maintenance and repair on county equipment such as power tools, trailers and hand tools.   |
| 5.  | Operates a variety of machinery, vehicles and equipment, ranging from light to heavy.  |
| 6.  | Builds new trails, bucks downed trees, repairs surface, and builds various types of retaining walls and trail bridges.   |
| 7.  | Coordinates directly with contractors and customers regarding current and future projects.   |
| 8.  | Trains youth in the proper use of weed-eaters, power wheelbarrows and other hand tools.  |

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**Knowledge of** (position requirements at entry):

**All Tracks**

- Theories, methods and techniques used in the counseling and of and development of skills in juveniles.
- Effective practices working and their application in working with delinquent youth.
- Behavior and adjustment problems in juveniles and methods of treating them.
- Positive Behavior and Motivational Interventions and Support theories and practices
- Available community and multicultural resources.
- Practices of delivering a service or program to the public and to special populations.
- Business letter writing and basic report preparation techniques; English usage, spelling, grammar, and punctuation.
- Operations, functions, policies and procedures associated with the department or program area.
- Procedures and resources available to handle new, unusual or different situations.
- Community resources and local social service agencies, as well as the services / programs they provide to youth.
- Modern office procedures, methods and computer equipment, including specialized software as needed for assigned track.
- Customer service strategies and the procedures used in dealing with the public.
- Juvenile Department and Juvenile Justice System principles and practices.
- Pertinent Federal, State and local laws, rules and regulations.
- Community resources available for services to juveniles and their families.

**Culinary Art**

- Basic principles of nutrition and food values, menu planning, cooking, baking and purchasing food.
- Techniques and methods of materials used in the preparation of food for a large number of people.
- Health and sanitation regulations.
- Proper use and care of kitchen utensils and equipment. Proper storage and use of food.
- Menu planning, cooking, baking, purchasing of food.
- Labor laws regarding youth workers, youth worker rights, and regulations regarding safety on the worksite.

**Casework Support and Skills Training**

- Effective management and instructional techniques for working with youth individually and in groups.
- Curriculum that addresses emotional modulation, management of interpersonal relationships, decision-making, identification and support of cultural identity, that is adapted to be gender specific and is utilized with youth in the juvenile justice system.

**Horticulture and Forestry**

- Principles and practices of horticulture appropriate for the Northwest.
- Native plant species and exotic invasive species.
- Sustainable practices including composting, organic farming and low-impact

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landscaping.

- Personal and horticultural safety practices in the workplace.
- Plant identification as well as pest and disease identification and control.
- Landscaping, nursery, parks and gardens, turf and revegetation.
- Maintenance and management of trees.
- Fundamentals of landscape design and botany.
- Related horticultural equipment, materials and techniques.
- Plant taxonomy (e.g., scientific nomenclature, plant family relationships, plant identification, etc.).
- Role of plants, gardens, and collections in public horticulture.
- Labor laws regarding youth workers, youth worker rights, and regulations regarding safety on the worksite.

**Ability to** (position requirements at entry):

#### **All Tracks**

- Make accurate assessments of juveniles' behavior and attitudes and choose appropriate courses of action based on this assessment.
- Assist professional level positions in the technical aspects of the work.
- Work with the public and deliver a service or program.
- Convey the purposes and services of a program to the user population.
- Effectively work with maladjusted youths and their families and gain their confidence and cooperation.
- Maintain discipline and orderly conduct.
- Identify, enlist and coordinate the use of volunteers.
- Coordinate and organize a special aspect or function of a service or program.
- Identify community resources and use them to better the service or program.
- Teach life and pro-social coping skills.
- Develop and conduct youth training and skill development in program areas.
- Motivate, monitor and direct clients.
- Collect data and document activities and prepare accurate reports.
- Interpret applicable laws, regulations, policies and program standards and recommend appropriate decisions.
- Establish and maintain effective working relationships with those contacted in the course of work, both individually and as a team member.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate assigned youth workers.
- Gain cooperation through discussion and persuasion of youth from various backgrounds.
- Collect and maintain data, conduct, analyze, and interpret data and research, and prepare accurate reports.

#### **Culinary Arts**

- Prepare and cook nutritious meals in various quantities; estimate food needs in advance.
- Maintain a sanitary and secure kitchen facility.
- Assign and supervise the work of youth in the program.
- Work long hours while standing on a concrete floor and under conditions of extreme heat.
- Communicates with secure facility supervisors regarding meal counts and special dietary

needs.

- Supervise, train and evaluate assigned youth workers.
- Work assigned shifts; be available as necessary.

**Casework Support and Skills Training**

- Conduct effective skill-building with individuals and groups.
- Assess youth engagement and progress.
- Learn curriculum and effectively deliver content individually and in group.
- Effectively manage individual and group behavior.
- Effectively recognize and address antisocial attitudes, values and beliefs of youth on case plans while in community and in programs.

**Horticulture and Forestry**

- Sustainable practices including composting, organic farming and low-impact landscaping.
- Design and build vegetable garden, greenhouse, and nursery.
- Plan activities, demonstrations, shows, sales and related displays and activities with both youth and volunteer staff.
- Ability to perform physically strenuous activities.
- Plan and construct new landscaping projects while maintaining others.

**Training and Experience** (positions in this class typically require):

Associate's Degree from an accredited college or university. One year of experience working with juveniles in a criminal justice setting, performing work in the area of assignment. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

**Licensing Requirements** (positions in this class may require):

- If required to drive, must be in possession of a valid driver's license at time of application, and a valid Oregon Driver's license by the time of appointment.
- If hired in the Culinary Arts Track must obtain and maintain a Food Handler's Card within 30 days from the date of hire. Must be ServSafe Food Safety certified within 6 months of employment.
- This position requires an extensive background check. Those who have been convicted of felony or serious misdemeanor crimes may not qualify for employment.

**NOTE:** This position is represented by AFSCME Local 2831.

**Classification History:**

De minimis change to Training section requiring Associate's Degree from accredited college or university instead of a degree in a specific field.

FLSA Status: Non-Exempt

## JUVENILE JUSTICE SPECIALIST – Bilingual "B"

Language - Spanish

**CLASS SUMMARY:** 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.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.) 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:

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| 1. | Interpreting between English speakers and LEP persons.                    |
| 2. | Orally translating documents  |
| 3. | Providing oral assistance   |
| 4. | Providing written assistance, including some written document translation |

**Knowledge of** (position requirements at entry):

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

**Ability to** (position requirements at entry):

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

**Training and Experience** (positions in this class typically require):

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.

Adjunct classification established per Board Order 17-10-17-05.