

LANCASTER COUNTY
JUVENILE JUSTICE SPECIALIST

NATURE OF WORK

This is advanced human service work providing direct services to youth and families in Lancaster County.

Work involves interviewing, assessing, planning, coordinating, and evaluating services for youth and families. Work includes networking with community agencies and outreach to support youth and family members. Work also involves participating in community groups and/or advisory councils and tracking data and preparing reports. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and effectiveness of program services provided.

EXAMPLES OF WORK PERFORMED

Administer a variety of assessment and screening tools; assess criminal history in preparation of case plans and services.

Compile statistics and maintain records on client program participation; maintain confidential client records and case files.

Administer grants to include reports, grant management system, data, and all other associated accountability documents.

Work closely with the schools and County Attorney's office to serve youth with pending allegations of law violations and/or trancies; prepare testimony; testify in court.

Drug test youth as required.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of sociological, behavioral, and cultural factors influencing the behavior and attitudes of youth.

Knowledge of youth programs and services within the community available to youth and families.

Knowledge of grant management.

Knowledge of the secondary school system and ability to work with the school, youth, and family on educational goals.

Knowledge of the principles of restorative justice and understanding of how to apply them when

working with youth.

Knowledge of evidence-based practices as it applies to effective case management for youth.

Knowledge of juvenile legal proceedings, juvenile court and probation systems and general juvenile law practices.

Ability to organize tasks and establish priorities in response to changing conditions and in emergencies.

Ability to establish and maintain effective working relationships with co-workers, youth and families, and community-based agencies.

Ability to communicate effectively both orally and in writing including facilitating meetings and delivering presentations and reports.

Ability to maintain confidentiality.

Ability to use a personal computer including basic word processing and a variety of computer software applications.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in psychology, criminal justice, sociology, criminal justice, human services, or related field plus two years of experience providing program services or case management; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

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