



Title Youth & Family Specialist	Department Youth and Family Support Program
Reports to Youth and Family Support Program Supervisor	FLSA Class Non-Exempt
Supervises others No	Location Varies
<u>SHIFT:</u> Typical schedule: Schedule will be determined in conjunction with the program supervisor and will vary to meet the needs of the clients and families. Days of the week may vary; evening and weekend hours as necessary.	
<u>POSITION SUMMARY:</u> The Youth & Family Specialist will perform the following services under the Administrative Office of the Court Juvenile Justice Services Division contract: Cognitive Skills Development, Family Support, Community Transition, Interpersonal Skill Building, Life Skills Development and Mentoring. Population: juveniles age 12-17. Services may take place in the Juvenile's home, community-based setting, HRT office, and/or detention.	
<u>ESSENTIAL FUNCTIONS:</u> <ol style="list-style-type: none"> 1. Provides support activities such as skill development, mentoring, community transition, family support, etc. as outlined in service specifications for Cognitive Skills Development, Family Support, Community Transition, Interpersonal Skill Building, Life Skills Development and Mentoring. 2. Works with youth and families in an empathetic, professional and objective manner. 3. Provides face-to-face goal-driven support for the juvenile and family/guardian to enhance family functioning and to care for the juvenile in the home and community. Services include teaching and modeling appropriate parenting, coping skills and conflict resolution strategies to normal adolescent behavior; connecting family to community resources and supports; planning for long-term functioning of the juvenile and family; and communication with the probation officer. 4. Maintains regular contact with families, probation officer, AOC, and system partners. 5. Delivers educational material in a structured and supportive learning environment that promotes active learning by the intended target audience. Service provision must include but may not be limited to the following instructional techniques: instruction, modeling of behavior, discussion, role-playing, feedback, and reinforcement. 6. Collaborates with the probation officer, juvenile and parent/guardian to prepare a safety plan for crisis situations as needed. 7. Documents attendance, level of participation, and comprehension of activities, within twenty-four (24) hours of service delivery. 8. Demonstrates sensitivity to linguistic, cultural, social, economic, individual and role differences among persons and families served. 9. Attends and makes reports to the Child and Family Team (CFT) during CFT meetings as requested. 10. Maintains business travel expense records and submits documentation to the Program Supervisor on a monthly basis. 11. Commits to attending all program meetings and in-service trainings. 12. Attends and completes a minimum of 24 hours of job-related training annually. The minimum training requirement for the 1st year is 48 hours. 13. Schedules and attends a minimum of 4 hours of supervision per month. 14. Ensures the safety, health and welfare of staff and clients at all times. 15. Acts as a positive role model and mentor for parents, children and families. 16. Completes required reports and documentation in a timely manner per program standards, provides management with required reports and advises of any problematic situations 	
<u>MARGINAL FUNCTIONS:</u>	

1. Other duties as assigned, verbally or in written form.

MINIMUM QUALIFICATIONS:

1. Bachelor’s degree in Human Services Related Field and two years’ experience working with juvenile justice population or Associate’s degree and four years’ experience working with juvenile justice population. Experience must be within 5 preceding years.
2. Ability to obtain and maintain a valid unrestricted Level One Fingerprint Clearance Card.
3. As per the R9-20-204 of the Arizona Statute the minimum age requirement is 21.
4. Must meet the requirements to be a safe transporter and driver. Must possess a current Arizona State Driver’s License and have an acceptable driving record for the past three (3) years. Must have personal vehicle liability insurance and vehicle registration as required.
5. Must be able to pass a DCS Clearance with no substantiated reports.
6. When required, the ability to pass a criminal background clearance check, drug screen, and if requested a physical exam.
7. Must be able to work a flexible schedule.
8. Must be able to maintain a high level of confidentiality.
9. Must obtain and maintain CPR and First Aid certification.
10. Experience working with families with multiple risk factors, safety issues, and desired behavioral changes.

KNOWLEDGE

1. Skills, knowledge and ability to instruct clients in the following topics: child development, home management, personal problem solving, accessing community services, and supports domestic violence issues, family dynamics, appropriate discipline and child care techniques and age appropriate parenting skills.
2. Knowledge of Arizona's juvenile justice system.
3. Knowledge of and experience with behavior management/modification techniques and interventions with juveniles; ages 12-17.

SKILLS

1. Ability to function independently and as a member of a team in a multi-task environment.
2. Must have excellent oral and written communication skills.
3. Must have excellent organization and time management skills.
4. Proficient in the use of computers and associated software.
5. Demonstrate good documentation skills that meet the requirements of behavioral health standards.

PERSONALITY/OTHER

1. Sensitivity to cultural diversity and differences.
2. Ability to build and maintain positive internal and external relationships.
3. Ability to provide exemplary customer service to all employees and outside constituents.
4. Must be flexible and able to handle multiple priorities, with the ability to adjust to high pressure and rapidly changing business conditions.

WORK CONDITIONS and PHYSICAL REQUIREMENTS:

This section identifies "Physical Requirements" of a particular job. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or significant risk to the health and safety of themselves or others in the workplace, because physical requirements cannot be eliminated or reduced by reasonable accommodation, will not be considered qualified for employment. Notify the Human Resources Department if you require any accommodation(s) to perform any of the essential functions of this position.

This position will require exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Physical Requirements	Conditions
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<input checked="" type="checkbox"/> Climbing <input checked="" type="checkbox"/> Kneeling <input checked="" type="checkbox"/> Standing <input checked="" type="checkbox"/> Pulling <input checked="" type="checkbox"/> Seeing <input checked="" type="checkbox"/> Tactile sense <input checked="" type="checkbox"/> Visual acuity (color, depth perception and field of vision) <input checked="" type="checkbox"/> Minimum of 1 hour of continuous driving per trip	<input checked="" type="checkbox"/> Balancing <input checked="" type="checkbox"/> Crouching <input checked="" type="checkbox"/> Walking <input checked="" type="checkbox"/> Lifting <input checked="" type="checkbox"/> Hearing <input checked="" type="checkbox"/> Repetitive motions	<input checked="" type="checkbox"/> Stooping <input checked="" type="checkbox"/> Reaching <input checked="" type="checkbox"/> Pushing <input checked="" type="checkbox"/> Grasping <input checked="" type="checkbox"/> Talking	Environment: <input type="checkbox"/> Noise <input type="checkbox"/> Extreme temperatures <input type="checkbox"/> Wet and/or humid <input type="checkbox"/> Dust <input type="checkbox"/> Limited/office environment Hazards: <input checked="" type="checkbox"/> Physical Activities <input checked="" type="checkbox"/> Volatile clientele <input checked="" type="checkbox"/> Potential exposure to contagious diseases due to frequent interaction with clientele
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IMPORTANT NOTICE:

This position is not limited to those duties in the job description. Duties and responsibilities can be changed, expanded, reduced, or deleted to meet the business needs of Human Resource Training, Inc. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

All employees of this Company are employees at will and, as such, are free to resign at any time without reason. The Company, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this document or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time.

ACKNOWLEDGEMENT:

I have read and understand the contents of this Position Description. I also acknowledge that it is my responsibility to notify the Human Resources Department if I require an accommodation to perform any essential function(s) of this position.

I do* or do not require an accommodation to perform the essential functions of this position.
 * Employee Completes the Request for Accommodation Form.

Prepared by: Jennifer Kacprowicz, PHR, SHRM-CP
Title: Director of Human Resources

Approved by: Amna Gilmore, LPC
Title: YFSP Supervisor

<hr/> Employee Name (Please Print)	<hr/> Date	<hr/> Employee Signature
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