

CITY OF CARSON

Title: YOUTH SERVICES OFFICER

Job Summary:

Under supervision, to locate, counsel, offer assistance, and provide intervention and diversion to Carson youth; focus efforts on dysfunctional individuals and families with primary emphasis on crisis intervention with youth identified as “high risk” for drug usage, gang involvement and problematic behavior.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Receives complaints and referrals from schools, probation officers and law enforcement agencies concerning troubled youths.
2. Contacts youths and their families to investigate complaints.
3. Identifies needs and problems of pre-delinquent youth.
4. Refers youths and their families to agencies.
5. Performs follow-up work to determine effectiveness of referrals.
6. Establishes and maintains cooperative working relationships with the community and human services agencies.
7. Assists in securing and maintaining citizen involvement in juvenile delinquency prevention.
8. Serves as a positive role model for troubled youth.
9. Prepares reports and correspondence; maintains records; writes reports.
10. Patrols City parks and facilities and interacts with other City employees on matters relating to delinquent youth; testifies in court cases.
11. Represents the City at the District Attorney’s Office.
12. Conducts investigations relating to juvenile delinquency and crime.
13. Issues citations and makes arrests.
14. Functions as liaison with schools, law enforcement, probation, and other community service groups.
15. Receives confidential information concerning youth and maintains this information in confidence.
16. Provides para-professional counseling to individuals, groups, and families.
17. Provides community education and outreach and crisis intervention services.
18. Develops brochures and other educational materials.
19. Attends community functions where juveniles are present.
20. Works nights, holidays, weekends and on call when required.
21. Participates as a member of the City’s Emergency Response Team in time of disaster or other emergency.

22. Counsels Carson youths regarding a variety of social issues and problems including drug abuse, alcoholism, criminal and gang activity and education.
23. Receives complaints and referrals from schools, law enforcement agencies and community residents; contact and counsel youths and their families regarding complaints and refers them to community.
24. Establishes and maintains communications with City personnel, law enforcement agencies and community service organizations to coordinate activities, information and referrals.
25. Prepares and maintains confidential records, files, statistics and reports related to services performed.
26. Assists law enforcement officials involved in the mediation of gangs and criminal activities; provide information and participate in mediating gang disputes as needed.
27. Develops rapport and serve as a positive role model for troubled youth.
28. Coordinates and assists in summer youth employment programs; interview youths and make referrals as appropriate.
29. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Equivalent to completion of sixty (60) semester units of college work from an accredited junior college, college, or university with major emphasis in social science, human service or related field. Two (2) years of paid or volunteer experience with a human services agency.

Knowledge of:

- . Needs and problems of contemporary youth with an emphasis on youth involved in anti-social activities.
- . Procedures involved in advising and referring pre-delinquent youth and their families.
- . Availability of human services programs.
- . Theories and practical approaches to positive youth development.
- . Record keeping practices.
- . Laws in the Welfare and Institutions Code and other codes relating to youth and delinquency.
- . Basic laws and procedures relating to arrest, search and seizure, and evidence.
- . Knowledge of Constitutional rights.
- . Knowledge of counseling methods, varying socio-economic conditions, governmental and community agencies and resources relating to human services.

Skill and Ability to:

- . Communicate effectively orally and in writing.
- . Establish rapport with youths, both individually and groups.
- . Implement youth programs.
- . Serve as a positive role model for troubled youth.
- . Work weekends and irregular hours.
- . Establish and maintain effective working relationships with appropriate agencies, officials, employees and the public.
- . Legally operate a motor vehicle in the State of California.
- . Pass a background investigation.
- . Meet approved minimal physical and medical standards.
- . Communicate and work effectively with all age and ethnic groups and relate to specific problems for their solution and then design programs and/or services to implement said recommendations.
- . Be motivated, sensitive, and willing to work with youth and people in trouble.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

- . Require the mobility to stand, stoop, reach and bend.
- . Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- . Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- . May be required to work in inclement weather without effective protection from sun, cold and rain.
- . May be required to work around loud noise.
- . May be required to use personal vehicle in the course of employment.
- . May be required to work evenings or weekends.