



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Juvenile Justice Lead School Outreach Officer  
Department: Juvenile Justice  
FLSA Status: Non-Exempt  
WC Code: 8810  
Effective Date: October 19, 2018  
Last Revised: October 4, 2018  
Pay Grade: A18  
Union: AFSCME

#### SUMMARY

Under the supervision of the Prevention and Treatment Services Manager, the Lead School Outreach Officer serves as a catalyst in the community for partnership development and coalition building. Responsible for activities to achieve the goals of the County's Prevention Plan that includes Alcohol, Tobacco and Other Drug (ATOD) Prevention and Problem Gambling Prevention. The primary focus is to be a resource and to coordinate, mobilize, and sustain community prevention efforts.

The Lead School Outreach Officer will also perform casework and supervision of non-adjudicated youth. Primary duties include the investigation, evaluation, counseling, mentoring and guidance of youth. Will take lead on organizing youth coalitions with each of the School Outreach Officers. Provide support and guidance to all School Outreach Officers. An employee in this classification is responsible for performing casework and for the preparation of related records and reports. Employees in this class are required to exercise independent judgment in applying policies and procedures to well-defined situations.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties that are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Receive and evaluate referrals of truancy and behavioral issues.
2. Conduct investigations into the juvenile's background and family situation that includes contacts with other agencies, law enforcement officials, schools, parents or guardians.
3. Work with school districts to develop partnerships at all levels (k – 12) in coordinating local prevention strategies at individual school.
4. Provide support, both crisis and other, for families and juveniles individually. Facilitate education or cognitive-behavioral groups for juveniles and parents.
5. Collaborate with other community groups and organizations, including but not limited to, schools, community corrections, juvenile justice and other related organizations. Perform education and outreach to potentially at-risk populations for alcohol and drug abuse in order to educate those groups around substance abuse

treatment and recovery topics tailored to the individual groups' needs. Educate the broader community on these issues as well as begin the process of promoting potential initiation and engagement in treatment services within these populations.

6. Confer with staff members, schools, law enforcement agencies and social service agencies regarding juvenile treatment programs and general casework action.
7. Refer juveniles to treatment programs, mental health services, shelter care, and other agencies.
8. Support Probation Officers for youth placed on formal probation or Formal Accountability Agreements.
9. Partner with healthcare providers and other social service partners, who provide screening for the presence of behavioral health conditions, to facilitate access to appropriate services.
10. Implement local Strategic Prevention Framework (SPF) and environmental strategies within the county. Communicates and interprets Federal, State, and Local ATOD data.
11. Provides supports around prevention efforts by acting as a conduit for coalitions and community groups to join local efforts. Encourages shared responsibility for local community outcomes.
12. Provide direct mentorship to county sponsored youth groups to strengthen youth leadership skills through projects and activities based on the Search Institutes' 40 Developmental Assets, Center for Substance Abuse Prevention (CSAP), and Institute of Medicine (IOM) models.
13. Serve as a lead to provide direct support, mentorship and assist management with training to all program staff.
14. Delegate and follow up with staff to ensure activities and responsibilities are assigned and completed.
15. Leading Focus Teen Council by providing meetings, community activities or events. Travel with youth to attend Summits and Forums to increase youth knowledge and support prevention strategies throughout the County.
16. Other duties as assigned by the Prevention and Treatment Services Manager.

#### SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities. The Lead School Outreach Officer will ensure either by doing or by delegation that all responsibilities are completed.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

**Knowledge Of:** Principals of substance abuse prevention, coalition building, assessment, planning, capacity and community development, systems development, program evaluation and community organization. Human service delivery as it relates to children, youth and families, federal, state and local regulations relating to fiscal and social services along with community resources and programs.

**Ability To:** Establish and maintain records, reports, statistical data, effectively coordinate a variety of established policies and procedures, establish new policies when applicable, use initiative and judgment in completing tasks and responsibilities, Involve individuals and community partners and community at large to achieve objectives.

**Skill In:** Community partnering with both youth and adults, facilitation, convening, network building, resource development, managing performance measurement systems, leadership, public speaking skills and the ability to communicate verbally and in writing with a wide variety of people. Gathering assembling, analyzing and disbursing data for system planning and development.

**Guidelines:** Work is performed within federal and state laws, regulations and ordinances that govern children and youth services, County and Juvenile Justice Policies and procedures. Employee uses initiation and judgment in

choosing between alternative guidelines and is involved in assisting the Prevention Program in establishing new policies and procedures.

#### EDUCATION AND EXPERIENCE

Bachelor's degree and two years related experience and/or training; Possession of or ability to obtain within one year, accreditation as a Certified Prevention Specialist. Two years of relevant experience in alcohol, other drugs, and problem gambling prevention work, or any satisfactory combination of education, experience, and training which demonstrates the knowledge, abilities, and skills.

#### JOB IMPACT

The consequences of error could include public embarrassment and/or loss of or reduction of federal, state and local funds due to failure to comply with applicable laws, guidelines, and submission of timely and/or accurate reports.

#### JOB CONTACTS

Contacts are with elected officials for County of Josephine, regional county Prevention Specialists, state, and federal government agencies, advisory boards, faith-based community groups, non-profit organizations, schools and school boards, and the public (youth and adults)

#### LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing; maintain composure and work effectively with individuals in crisis and emotional situations; work effectively with juvenile offenders and their families, law enforcement personnel, social service agencies, and the general public; comprehend, interpret and apply law, rules and regulations; exercise good judgment and common sense in the application of established policies and procedures; maintain records and prepare accurate reports.

#### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### OTHER SKILLS AND ABILITIES

Ability to use a desktop computer, including the Microsoft Office Suite Professional Edition of software. Ten key calculator; Type 40 WPM; Ability to facilitate meetings using Roberts Rules of Order. Ability to drive and travel statewide, including air travel.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Within one year of employment, provide documentation of successful completion of the Certified Prevention Specialist exam. Possession of valid ODL, and safe driving record.

#### BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing/physical examination and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

#### WORK ENVIRONMENT

Work is performed in both an office environment and in the community. Will meet with community members in a variety of locations throughout the county and state. Requires regular attendance at evening meetings and occasional weekends. Driving for long distances and statewide/out-of-state travel is required.

#### PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL REQUIREMENTS**

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 50lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>