



# 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: Social Services Facilitator  
Department: 24 Juvenile Justice  
FLSA Status: Exempt  
Job Code: 310A  
WC Code: 9410  
Effective Date: October 1, 2017  
Last Revised: October 1, 2018  
Pay Grade: A19  
Union: AFSCME

### SUMMARY

The Social Services Facilitator is responsible for applying assessment tools, developing service plans, implementation and facilitation of cognitive behavioral groups and behavioral rehabilitative services with the shelter youth population. This is a social service position, which includes provision of individual, group, and family counseling; individual and group skills training and providing guidance to Group Life Counselors in provision of appropriate services to youth. Always provides and assures safety for all youth.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Develop Initial and Master Service plans that identify problem areas and establish behavioral goals; write evaluations and document service delivery.
2. Utilize assessment tools appropriate for shelter populations.
3. Apply service plan components of individual and group counseling, individual and group skill building and recreational skill building.
4. Facilitate daily groups counseling and other group activities.
5. Provide Group Life Counselors with education and training regarding group and individual counseling processes and encourage support of co-facilitation.
6. Conduct weekly file review to determine service plan compliance, appropriate documentation and determine if modifications are required.
7. Tracking and documentation of youth progress in program requirements.
8. Conduct individual and family counseling as required.

9. Consult with program supervisors, DHS caseworkers and probation officers regarding service plan, progress, and aftercare planning.
10. Work under the direction of Program Coordinator and keep supervisors apprised of special training needs regarding youth with disabilities, relating to behavior and learning styles.
11. Assist the Management Team in writing and updating of policies and procedures.
12. Other duties as assigned by Program Coordinator.
13. Assist the Program Coordinator with annual BRS audits and Licensing reviews.

#### SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

#### QUALIFICATIONS

Knowledge and experience working in care and rehabilitation of youth; ability to apply assessment tools and develop service plans. Competence in facilitating and conducting groups, family counseling and skills training are required.

#### EDUCATION AND EXPERIENCE

Master's Degree in Social Work, Human Services, Psychology, Sociology, or a closely related field, with a minimum of one year of work experience in care and rehabilitation of youth or a bachelor's degree in related field and two years of related experience.

#### JOB IMPACT

Failure to provide required programs and documentation could lead to loss of revenue in shelter contracts and legal action related to appropriate use of federal Medicaid funds. Annual BRS budget revenue is \$541,700. Without continued contracts, the Shelter / Detention programs will have to be closed.

#### JOB CONTACTS

Contact with treatment providers, Department of Human Services Staff, Juvenile Probation Officers, Oregon Youth Authority, Commission for Children and Families, Options, youth in custody and shelter, Juvenile Justice employees and other county departments.

#### LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Be able to write reports, business correspondence and procedure manuals, and to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

#### 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 in practical situations and to create and interpret graphs and charts.

#### REASONING ABILITIES

Have ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Be able to work as a team member and willingness to support and backup fellow employees.

#### OTHER SKILLS AND ABILITIES

Case management and ability to develop service plans; individual, group and family counseling; individual and group skills training and ability to assist Group Life Coordinators in provision of recommended services. Ability to apply, interpret mental health assessment tools and recommend appropriate services.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Valid Oregon driver license, safe driving record. First Aid/CPR Certification and Food Handler's License. These certificates must be obtained during initial probationary period (first 12 months of employment).

### BACKGROUND INVESTIGATION

Those employed in this position are subject to drug testing and background investigation including criminal background investigation. Conviction of a crime may disqualify an individual for this position. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

### WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate. Youth may be angry, hostile, and potentially dangerous, and may use loud, threatening verbal abuse.

### 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting strength				
<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Speech, Vision & Hearing

<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:

#### Exposure - Environmental Factors

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" 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 checked="" 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"/>