



Josephine County, Oregon

Human Resources Office

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

POSITION DESCRIPTION

Job Title: Youth Residential Program Education Coordinator
Department: 24 Juvenile Justice
FLSA Status: Exempt
Job Code: 330A
WC Code: 7720
Effective Date: 1/1/2008
Change Effective: 11/24/2020
Pay Grade: A17
Union: AFSCME

SUMMARY

Provide educational and program support for youth residing in the Turning Point Youth Residential Program.

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, which are not listed. These duties do represent the essential functions needed, of persons in this classification.)

1. Provide an educational environment that supports the individual needs of the youth. This includes setting up and maintaining the Turning Point classroom to be an inviting workspace.
2. Support the Juvenile Department and Grants Pass School District by providing youth attendance records, data entry and other record keeping as needed.
3. Provide support to youth in accessing online credit education.
4. Provide assistance to the D7 on-site highly qualified teacher for implementation of students' educational plan. This includes all activities related to credits, class enrollment, and overall educational progress.
5. Research, arrange, and supervise educational, vocational and recreational outings for the youth at the program and in the community. Outings should be planned on a weekly basis.
6. Connect and establish relationships with community partners to provide the youth with varied activities and resources. This includes programs/events to take youth to, as well as setting up any presentations or volunteer activities with the youth inside the facility.
7. Keep outings folder and backpack updated with insurance forms, waivers, risk assessments, and epi-pen. Make sure facility cell phone, any needed food or equipment for outings and necessary youth medications are packed when leaving the facility.
8. Provide educational packets for youth to work on individually when needed. This includes when youth cannot attend an outing for various reasons.

9. Create and keep updated a daily classroom schedule and an outings schedule. Keep posted where all youth have access to see. Adhere to daily schedule for the school program hours.
10. In addition to supervision of online education, regularly plan arts, crafts and hands-on learning projects that youth at all grade levels can engage in as part of group learning in the classroom. Plan ahead and request any needed supplies for these projects from supervisor.
11. Plan and lead youth in activities to enhance seasonal and holiday events throughout the year.
12. Provide quarterly progress reports on youth in the educational program for all parties involved with youth's case planning.
13. Attend and participate in the Wellness Committee and help implement the Wellness Plan within Turning Point program.
14. Regularly plan and engage youth in Physical Education both on and off site. Keep track of PE equipment for the program and notify supervisor when new equipment may be needed.
15. Attend monthly All Staff Meetings for all Juvenile Department Residential and Detention employees.
16. Attend monthly meetings with BRS Program Manager, D7 HQ Teacher and Day Shift Lead in efforts to plan and coordinate educational related activities and scheduling, provide monthly updates on progress of goals from previous month meeting.
17. Communicate with GLC staff to provide any discipline or behavior interventions when needed in the classroom setting or on school outings.
18. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Education or related field and a minimum of two years related experience and/or training; or equivalent combination of education and experience.

JOB IMPACT

Consequences of error could include exposure to litigation and public embarrassment. Errors in reporting and budgeting for grant purposes could result in a loss of funding.

JOB CONTACTS

This position requires working closely with various agencies involved in education and with students.

LANGUAGE SKILLS

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

MATHEMATICAL SKILLS

Ability to work with concepts such as probability and statistical inference, as well as fractions, percentages, ratios, and proportions in practical situations.

REASONING ABILITIES

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work as a team and willingness to support and backup fellow shift employees.

OTHER SKILLS AND ABILITIES

Ability to assist and back-up Group Life Counselor staff in their duties.

CERTIFICATES, LICENSES, REGISTRATIONS

First Aid/CPR Certification and Food Handlers License. Possession of or ability to obtain a valid Oregon Driver's License; safe driving record. Complete personal protection training. These certificates must be obtained during the first six months of employment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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.

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. Individuals in this position are required to receive and maintain approval for employment in the position from the Department of Human Services criminal records unit.

PHYSICAL DEMANDS

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 checked="" type="checkbox"/> | Lifting strength | # of pounds = 50lbs | | | |
| <input type="checkbox"/> | Lifting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Patient Lifting | <input 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 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 checked="" type="checkbox"/> | <input 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 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 type="checkbox"/> | Depth perception | Describe: | | | |
| <input checked="" type="checkbox"/> | Ability to hear | Normal Speech Level: | | | |
| <input checked="" 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 type="checkbox"/> | Humidity | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Wet Area/Slippery | <input checked="" 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 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 checked="" 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 type="checkbox"/> | Body Fluids | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |