

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV38608
Job Class Code:	660	Salary Schedule:	ASRYOUTH
EEO Category:	02	Grade:	19A
Workers Comp Code:	7720		

Job Code Established:	05/20/91	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Youth Program Officer Series

JOB CODE TITLE: YOUTH PROGRAM OFFICER III

HRIS TITLE: YOUTH PRG OFFICER III

CHARACTERISTICS OF THE CLASS: Under general supervision, manages a delinquency prevention, recreation, or rehabilitation program requiring an unusual amount of independent judgment and involving a high degree of complexity; and performs related work as required. Some assignments may be supervisory positions.

EXAMPLES OF DUTIES: Serves as project leader or manages programs for specialized segments of the youth population. Develops release plans for assigned youth. Conducts need assessments and evaluations. Conducts pre-release assessments. Interviews families, school and community associates. Plans, supervises, and instructs in a diversified physical fitness and recreation program, which include individual assessment, group/team activities, and physical education curriculum development. Monitors and evaluates recreational programs on a regular basis to assess effectiveness against agency goals and objectives. Supervises recreation/activities and observes youth participating in or observing recreational activities. Ensures that recreation facilities and equipment are maintained in a clean, safe and orderly condition.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of rules and regulations, policies and procedures, programs and activities established by the agency. State juvenile justice system. Knowledge of youth developmental needs. Dynamics of human behavior and crises intervention; principles and practices of casework, paraprofessional counseling and assessment; group social activities, and health and physical education; and facilities and equipment used in a broad recreation program.

Skills/Ability to: conducting interviews assessing needs of youth; providing constructive social adjustment programs; techniques and methods of rehabilitation; compiling and maintaining case summaries and records; recreation programs/activities; interpersonal relationships; oral and written communication; interpret and apply Federal and State laws, rules and regulations as well as the Agency's policies and procedures governing the security, care and treatment of youth. Effectively communicate youth and coworkers. Perform individual and group paraprofessional counseling and assessments; analyze situations and take effective actions; and motivate and maintain youth interest in rehabilitation and recreational programs and activities.

SPECIAL SELECTION FACTOR: Two years of experience as a Youth Corrections Sergeant or one year of experience as a Youth Program Officer II or Youth Parole Officer I or equivalent; OR four years of experience working with youth in organized activities or programs. 60 semester hours applicable toward a degree in social, behavioral or recreation sciences will substitute for two years of the required experience.