

LINN COUNTY CLASSIFICATION

TITLE: JUVENILE EDUCATION SPECIALIST 1

NUMBER: 608

APPROVAL ORDER NUMBER: 2022-122

RANGE: 14

DATE: APRIL 5, 2022

CATEGORY: SEIU

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Provides professional supervision, education and guidance to juveniles at the Linn Benton Juvenile Detention Center, Oak Creek Correctional Facility or through the Work Services Program (work crew, community service, restitution, etc.). Responsible for assisting juveniles with job skill enhancement, competency development, accountability, employability, positive group dynamics and community interactions.

SUPERVISION RECEIVED: Works under the supervision of the Juvenile Detention Manager who assigns duties, provides guidance on difficult situations and reviews performance for results obtained.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this classification but a person in this classification may act as lead worker to assist with trainees, relief staff, volunteers and practicum students.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Assist in supervising and monitor all assigned juveniles involved with Juvenile Detention Education Program (JDEP) and work service program activities in accordance with established policies and procedures. Handle emergency situations, disciplinary issues and crisis intervention including, but not limited to, physical restraint.
2. Assist juveniles in the development of pre-vocational skills to enhance school to career awareness and transition; monitor, assess and adjust training and development activities in response to the juvenile's progress and performance.
3. Assist in providing supervision, instruction and evaluation of juveniles in vocational areas such as gardening, landscaping, horticulture, woodworking, machinery and construction; develop and implement pre-vocational projects and activities to meet the needs and interests of the juveniles.
4. Demonstrate a variety of vocational functions, tasks and activities for juveniles; explain vocational practices, techniques, procedures, tools, equipment, terminology and assist in evaluating the juvenile's vocational functioning, abilities, aptitudes and competencies such as tool usage and manipulation ability and behavioral levels.
5. Safely escort and/or transport juveniles to and from project locations. This could include operating a County vehicle with a utility trailer. Safely load and unload tools and equipment needed for each job assignment.

6. Assist in the development of work areas, work stations and instructional materials; modify and adapt tools, materials and work stations to meet the juvenile's needs; prepare, arrange and set up tools and equipment for juveniles to use; explain and demonstrate proper methods for utilizing tools and equipment.
7. Provide juveniles with the necessary tools and safety equipment to perform assigned work and utilize the tools and equipment safely. Demonstrate to each the correct methods for performing assigned tasks and to verbally instruct them in safety practices required to maintain a safe work environment.
8. Safely operate, clean and maintain powered and non-powered tools. Maintain clean workspaces which include, but are not limited to, vehicles, trailers, storage facilities; worksites, green houses and office spaces.
9. Assist in preventing the escape or injury of assigned juveniles by exercising sound judgment and verbal and physical control in compliance with policies and procedures. May conduct daily searches as needed of juveniles to provide a productive and secure environment.
10. Orient juveniles and their families regarding program policies and procedures through group and individual presentations.
11. Initiate and maintain accurate and complete reports, records and daily evaluations of work performed by juveniles. Notify probation officers and detention staff both orally and through written reports.
12. Assist in the training and direction of the daily activities and review of the paperwork prepared by temporary employees, trainees, practicum students and volunteers.
13. Maintain required training certifications which include, but are not limited to: CPR, First Aid, Restraint, Non-Violent Crisis Intervention, Epinephrine, Narcan Administration and Medication Dispensation.
14. Develop and maintain effective, harmonious and reasonable working relationships with others.
15. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification description covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment for the position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Basic knowledge of behavioral and adjustment problems of juveniles and appropriate approaches; principles of social work and case management; modern office procedures, methods and computer equipment including, but not limited to, word processing programs and data bases. Ability to establish and maintain effective working relationships with staff, superiors, other agency personnel, clients, parents, guardians and other significant personnel; communicate effectively both orally and in writing; work with juveniles and within the juvenile justice system; prepare clear and concise records; maintain accurate files; operate equipment, power and hand tools and train others in their use; operate a vehicle with trailer. Knowledge, skills and experience in the program focus area as indicated on the job announcement. (example: Horticulture – training in vegetable production, nursery production, grounds maintenance, green house management, basic facility maintenance and career planning).

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a four-year college or university with a Bachelor's Degree in the Humanities or Social Sciences such as: sociology, psychology, counseling; or, a Bachelor's Degree in a field related to the program area of focus or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described. One year minimum experience in program development administration of educational enhancement programs in the area of focus as indicated on the job announcement (i.e., horticulture, construction, wood working etc.).

NECESSARY SPECIAL QUALIFICATIONS: Qualifications as set forth in the applicable Oregon Revised Statutes. Possession of a valid Oregon Motor Vehicle Operator's License and an acceptable driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed outdoors in all types of weather conditions supervising activities and surveying future work projects with some work performed indoors in an office environment. Work requirements include mobility and the ability to stand, sit, bend, stoop; see, talk and hear; reach and manipulate objects, tools or controls. Many duties are physically demanding requiring the movement of up to ninety (90) pounds and restraining juveniles whose behavior is noncompliant or could lead to the escape, injury of self or others or damage to property. Work assignments will involve the safety and security of juvenile detention facility and work services activities.