

## **COMMUNITY JUVENILE RESOURCES COORDINATOR**

<b>LOCATION:</b>	Village of Owego
<b>CLASSIFICATION:</b>	Competitive
<b>SALARY:</b>	To be determined
<b>ADOPTED:</b>	7/99; Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for developing, coordinating and implementing juvenile delinquency prevention and intervention programs within the community. The incumbent will work directly with various community agencies such as, local school districts, youth organizations, social services, police departments and Accord Dispute resolution, to implement and promote preventative strategies. The Coordinator will represent and support the policies and procedures established by the Community Juvenile Resources Board. Much of the work will be performed in after school hours and weekends. Work will initially be performed under the direct supervision of a designated higher-level police official. May involve the supervision of subordinate clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Coordinates local resources to implement positive program objectives relating to delinquency prevention and accountability of juveniles for their actions;
- Facilitates and encourages meetings with the Community Juvenile Resources Board and others in the community regarding program strategies and available resources;
- Directly interfaces with youth to encourage acceptable social behavior and attitudes;
- Evaluates program effectiveness and makes recommendations accordingly;
- Conducts community presentations and training to teachers, parents etc in accessing services for juveniles and participating in program events;
- Facilitates intervention strategies by working with families, social workers etc. to promote delinquency prevention;
- Establishes and maintains a youth court according to State guidelines;
- Recruits and trains youth court volunteers and assists in court operations;
- Refers delinquent juveniles to the appropriate agencies for mediation, counseling or probation;
- Develops draft policies and procedures to insure consistency in handling juvenile matters;
- Recruits and coordinates membership for Community Juvenile Resources Board;
- Promotes mediation among appropriate agencies to resolve juvenile conflicts, prevent delinquency and restore relationships with victims and the community;
- Prepares written reports of program activities in accordance with local, State, Federal and grant requirements;
- Assists in grant application process for funding of the community based program;
- Performs various clerical duties, such as record keeping and correspondence.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of local socio-economic conditions as they relate to youth; good knowledge of existing private and public resources for youth services; working knowledge of program administration; working knowledge of youth court proceedings and functions; working knowledge of juvenile confidentiality regulations; working knowledge of human behavior and development as they pertain to juveniles; ability to effectively communicate with diverse groups of people both orally and in writing; ability to coordinate special activities and events; ability to keep records, prepare reports and

## 2. Community Juvenile Resources Coordinator

supervise activities; good powers of observation and analysis; resourcefulness; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS (Either):**

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in social work, education, sociology, psychology or related field and one 6 months of full-time paid experience or its part-time equivalent in a social work setting, providing direct assistance and direction to youth; **OR**
- (b) Graduation from high school and 4-1/2 years of full-time paid experience or its part-time equivalent as indicated in (a) above; **OR**
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**SPECIAL REQUIREMENT:** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.