



## CLASS SPECIFICATION

Class Code: 13726  
Date Est: 7/2002  
Last Rev: 7/2002  
Last Title Chg:  
FLSA: Non-exempt  
Probation: 12 months

### OUTREACH SPECIALIST II DEPARTMENT OF JUVENILE SERVICES

#### DEFINITION

Under general supervision of the Community Outreach Program Manager, plans and oversees a variety of Outreach Programs including: after-school programs, recreational activities, educational field trips, gang awareness and diversion, cultural diversity/awareness presentations, community education, and Hispanic services; works with neighborhood leaders to develop intervention and prevention strategies, which will help strengthen the community; and performs related work as required.

#### EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor's degree from an accredited university or college in Behavioral Sciences, Criminal Justice, Human Services, or a closely related field and two years full-time experience in an outreach program developed for youths; OR two years as a Washoe County Juvenile Services Outreach Specialist I; OR an equivalent combination of related education and experience.

Must be 21 years of age at time of appointment.

#### LICENSE OR CERTIFICATE

Possession of a valid Nevada Driver's License is required at the time of appointment.

CPR and First Aid certification is required within 30 days of hiring.

#### DISTINGUISHING CHARACTERISTICS

This is the experienced journey level in the Outreach Specialist series. Incumbents perform the full range of assignments associated with community Outreach Programs. This class is distinguished from Outreach Specialist I in that Outreach Specialist I is the entry and training level with incumbents performing a lesser range of assignments with more guidance and supervision. Outreach Specialist I is expected to advance to Outreach Specialist II class after successful completion of training and two years supervised outreach work.

#### SUPERVISION EXERCISED

Exercises limited, direct supervision over technical and support staff (volunteers and student interns) in areas such as assigning work assignments, training, and work review.

#### EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Responsible for the daily operation of the Outreach Offices (Monday – Friday, 1:00 to 5:00 p.m.); schedules appropriate staff (volunteers and student interns) to supervise participating youths; develops appropriate recreation schedules and educational activities for the programs. Provide transportation when necessary.

Identify at-risk youth/families, and provide intervention services; meet with youths and parents in response to request for service referrals and determine intervention strategies; provide referrals to community resources.

Develop programs specific to the needs of the Hispanic population and community members; collaborate with other agencies that focus on Hispanic needs (**Hispanic Specialist only**).

Participate in the A.L.I.T.A.S. program for middle school females of Latino descent and community initiatives facilitating the graduation of Hispanic youth (**Hispanic Female Specialist only**).

Supervise community volunteers and foster grandparents.

Maintain working relationship with neighborhood schools; attend neighborhood council meetings while assisting in community mobilization.

Develop and facilitate support groups which focus on strengthening self-esteem, cultural identity, cooperative and positive interaction and educational retention.

Maintain accurate documentation of services provided.

Participate in community organizations focused on at-risk youth and conduct educational presentations addressing at-risk youth, gang awareness, and juvenile justice issues.

Attend weekly staff meetings and participate in staff development/training.

Provide bilingual/translating services to probation staff upon request.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Departmental/divisional policies and procedures.

Laws, rules, and regulations governing the program.

Social Service agencies and local community resources.

Basic principles of group dynamics and individual behavior.

Intervention strategies to help provide the most appropriate assistance to youth and parents.

Computer software specific to the operation.

#### **Ability to:**

Accurately observe, assess, and record juvenile behavior.

Maintain accurate records.

Prepare clear and concise written reports.

Create curriculum for outreach after-school program.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

#### **Knowledge of:**

Standard office practices and procedures.

Record keeping principles and practices.

Basic safety and security practices.

Techniques for dealing with a variety of persons from various socio-economic, ethnic, and cultural backgrounds.

Supervision principles and practices.

**Ability to:**

Develop recreational schedules and educational activities.

Deal with individuals from diverse socio-economic backgrounds.

Deal with stressful situations and hostile clients.

Maintain confidentiality of data and information.

Communicate clearly and effectively, both orally and in writing.

Establish and maintain effective working relationships with clients, staff, and members of the community.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Some assignments may require fluency in written and spoken Spanish. This position requires flexible work hours, which includes evenings, weekends, and holidays.

**Background Investigations:**

Employment is contingent upon the results of a background investigation.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*

Approved \_\_\_\_\_ WERCCS Job Evaluation Committee

Date \_\_\_\_\_ July 2002