



## CLASS SPECIFICATION

Class Code: 13742  
Date Est: 07/2002  
Last Rev: 07/2002  
Last Title Chg:  
FLSA: Non-exempt  
Probation: 12 months

### OUTREACH SPECIALIST I

#### DEFINITION

Under general supervision, plans and provides a variety of Outreach Programs including: after-school program, recreation activities, educational field trips, gang awareness and diversion, cultural diversity/awareness presentations, community education and Hispanic services; works closely with neighborhood leaders to develop intervention and prevention strategies, which will help strengthen the community; and performs other duties as required.

#### EXPERIENCE AND TRAINING REQUIREMENTS

Bachelor's degree from an accredited college or university in Behavioral Sciences, Criminal Justice, Human Services or closely related field OR an equivalent combination of related education and experience.

Must be 21 years of age.

#### LICENSE OR CERTIFICATE

Possess a valid Nevada Driver's License.

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

#### DISTINGUISHING CHARACTERISTICS

This is the entry-level classification in the Outreach Specialist series. This classification works under closer supervision than the Outreach Specialist II and has no supervisory responsibilities.

#### SUPERVISION EXERCISED

NA

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

Oversee the daily operation of the Outreach Offices (Monday-Friday 1:00 – 5:00 PM).

Identify at-risk youth/families, and provide intervention services; meet with youths and parents in response to request of 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 matriculation of Hispanic youth (**Hispanic Female Specialist only**).

Supervise community volunteers and foster grandparents.

Schedule recreation and educational activities and provide supervision of participating youth; monitor and supervise youths participating in after-school program.

Maintain working relationship with neighborhood schools.

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

Attend neighborhood council meetings while assisting in community mobilization.

Maintain accurate documentation of services provided.

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

Assist in the recruitment of mentors and tutors.

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

Provide bilingual/translating services to probation staff upon request (**Hispanic Specialist only**).

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 policies and procedures.

Laws, rules, and regulations governing program.

Social service agencies and local community resources.

Basic principles of group dynamics and individual behavior.

Computer software specific to the operation.

#### **Ability to:**

Accurately observe, assess, and record juvenile behavior.

Maintain accurate records.

Prepare clear and concise written reports.

**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 socioeconomic, ethnic, and cultural backgrounds.

#### **Ability to:**

Communicate clearly, both orally and in writing.

Deal with individuals from diverse socio-economic backgrounds.

Deal with stressful situations and hostile clients.

Interpret and apply applicable laws, regulations, and departmental policies.

Plan and organize work.

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 require fluency in written and spoken Spanish. Hispanic specialists work forty hours per week, and are expected to work flexible hours, including evenings, weekends, and holidays.

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