

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## YOUTH INTERVENTION SPECIALIST

<b>JOB CODE: 20380</b>	<b>PAY GRADE: 14</b>	<b>PAY RANGE: \$45,678 - \$73,084</b>
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### GENERAL DESCRIPTION

Under the direction of the Youth Education Section Sergeant, performs highly responsible work involving the identification of juveniles eligible for diversion, consultation with the guardian/parents of diversionary youth, monitoring the progress of youths in arbitration, referrals to the juvenile court when warranted. The identification of at-risk youth who are in need of intervention and referral services due to school, family and/or personal problems; coordination of services between the Sheriff's Office, the school system, and social service agencies; and community education efforts to increase awareness of youth problems and services available. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Screens referrals from law enforcement personnel and contacts, in person and by telephone, at-risk youths and their legal guardians;
- Makes appropriate referrals to drug treatment and social service agencies;
- Performs background checks to determine the eligibility of the juvenile for diversion;
- Interviews child and parent/guardian to discuss the charge and explain the program criteria;
- Screens juveniles for eligibility in the Graffiti Response Program (GRP) and assists in the coordination of bi-monthly GRP events;
- Makes appropriate computer entries;
- Forwards cases to Juvenile Arbitration along with suitable recommendations and follow-up services, as needed, with Juvenile Arbitration, the child and his/her family;
- Provides timely follow-ups of referrals with youths, guardians and agencies to which referrals are made;
- Closes cases, as appropriate, and routes documentation to the proper destination;
- Keeps statistics on intakes, referrals, and follow-ups;
- Makes public presentations concerning youth related problems and services available to them;
- Provides educational materials to parents, children and Sheriff's Office members;
- Acts as liaison for the Sheriff's Office with the Juvenile Arbitration Program, Office of the State Attorney, Department of Juvenile Justice, Pinellas County School Board, Pinellas

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Juvenile Assessment Center, AFIS, social service agencies and drug treatment programs who serve at-risk youths and their families;

- Provides limited transport of youths and their families to social service appointments;
- Responds to requests for information, from the public and staff, pertaining to the diversion program;
- Reviews all juvenile reports in ACISS for procedural accuracy;
- Reviews all juvenile complaint forms and reports forwarded to the juvenile State Attorney's Office;
- Participates in Sheriff's Office recruitment and community relations activities as directed

This position may be considered essential and, in the event of an emergency or natural disaster, may be required to work.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

## QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Psychology, Criminal Justice, Sociology, Human Services, or related field
- Two (2) years' experience working with youths experiencing family, school, and/or personal problems
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of social service referral systems
- Inter-personal skills
- Time management skills
- Problem solving skills
- Public speaking skills
- Ability to work independently and creatively
- Ability to think clearly and respond quickly in crisis
- Ability to work cooperatively with law enforcement personnel.
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 3 hours per day
- Stand up to 1 hour per day
- Walk up to 3 hours per day
- Drive up to 1 hour per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, reach, or twist