

# 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: \$41,400 - \$66,240</b> |
|------------------------|----------------------|---------------------------------------|

### 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

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



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 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