

CITY OF REDWOOD CITY JUVENILE SPECIALIST

DEFINITION

To provide direct services for first-time juvenile offenders and their families, including, but not limited to: crisis intervention, needs assessment, short-term counseling, case planning and management, community social service agency liaison and referral and the development and presentation of educational programs; and to provide case oversight and technical support to interns and case aides professional-level support to law enforcement staff processing cases involving juvenile offenders and victims.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other sworn and non-sworn law enforcement classes by the emphasis upon the provision of services directly to juvenile offenders and their families. Licensure by the State is not required, because the duties do not include long-term therapy; however, a background in a social or psychological science as well as a familiarity with the criminal justice system is required for successful performance of the work.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Captain of the Investigations Division. Day-to-day supervision is provided by the on-duty sergeant of that division.

Responsibilities include oversight and technical direction of interns and case aides.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Provide crisis and needs assessment and intervention, short-term counseling and referrals for first-time juvenile offenders and their families, to youth who have exhibited behavioral problems and to families in crisis; and to other youth and families who are referred by various community, social service, educational and other agencies and organizations.
2. Provide direct short-term counseling and information gathering in home, school, community and other off-site settings.
3. Work in collaboration with law enforcement staff to review and select cases for diversion and with the San Mateo County Probation Department in monitoring diverted juveniles and in determining appropriate prosecution of youth who have violated their diversion contract.

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4. Assist referred families in gaining access to needed medical, mental health, social, educational, economic and other community services.
5. Develop and present a variety of youth-related preventative programs regarding child abuse, alcohol and drug use and abuse prevention, gang intervention, runaway prevention and other related subjects to teachers, county staff, social service and community public and private agency staff and others involved with at-risk youth or youthful offenders and/or victims.
6. Provide early intervention services including assessment and referral to parents, guardians and families residing in the City who seek assistance and guidance from the Redwood City Police Department regarding child and youth problems.
7. Act as liaison with and represent the Department and the City in meetings and on committees and task forces with various State, County-wide and local organizations involved with juvenile matters.
8. Assist in the development and implementation of a variety of programs, projects and materials related to youth activities and criminal and behavioral prevention programs.
9. Provide field direction and technical review to interns and case aides.
10. Assist law enforcement officers and investigators in dealing with victims and other children and youth-involved police activities or cases.
11. Maintain accurate records and files; prepare accurate and effective correspondence, reports and other written materials.

OTHER JOB RELATED DUTIES

1. May provide interpretation and translation services to individuals and families in a designated second language.
2. Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic principles and practices of applied psychology, including crisis intervention, short-term counseling and case evaluation, planning and management.

Dynamics of dealing with children, youth and families.

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Techniques for active interviewing and assessment of and intervention with individuals of various ages, ethnicities and socio-economic status, some of whom may have severe psychological and/or medical problems.

Computer applications related to the work.

Applicable laws, codes and regulations.

Community, social, mental health and medical support services available for children, youth and their families.

Techniques for preparing effective presentations and informational and educational materials.

Principles and practices of record keeping.

Basic practices and terminology of the criminal justice system.

If required, proficiency in interpreting and translating in a designated second language

Ability to:

Perform effective crisis intervention, short-term counseling and case evaluation, planning and management for at-risk youth, youthful offenders and their families.

Make effective referrals to community, social, mental health and medical services available for children, youth and their families.

Analyze criminal justice and investigative information and make sound, independent decisions regarding required intervention and treatment alternatives.

Interpret, apply and explain complex laws, regulations, policies and procedures.

Prepare clear and effective presentations and informational and educational materials.

Maintain accurate records and files.

Organize own work, manage a multiple caseload and meet critical deadlines.

Deal effectively with individuals of various ages, ethnicities and socio-economic status, some of whom may have severe psychological and/or medical problems.

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Establish and maintain effective working relationships with those contacted in the course of the work.

Experience and Education Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of experience in any combination of: providing direct psychological or social service assessment, intervention and/or referral to juveniles and their families, or in sworn law enforcement work which has included working with juveniles and their families.

Education:

Equivalent from graduation from a four-year college or university with major coursework in psychology, social science, criminal justice or a field related to the work. Additional experience as outlined above may be substituted for the education on a year-for-year basis to a maximum of two years. Possession of an appropriate master's degree is preferred and may be substituted for one year of the required experience. Proficiency in a designated second language may be required.

License or Certificate:

Possession of a valid California class C driver's license and a satisfactory driving record.

Effective Date: October, 2000

Bargaining Group: Redwood City Management Employees' Association