



UNION COUNTY BOARD OF COMMISSIONERS

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NOTICE OF JOB OPENING

Recruitment is open to all that meet the qualifications below and will be used to fill this vacancy and others that may occur in the next six months to one year.

POSITION: Youth Activities Supervisor
Union County Juvenile Department

OPENING DATE: March 1, 2017

CLOSING DATE: March 10, 2017, 12:00 noon

SALARY: \$15/hour

FTE: part-time, temporary (10-25 hours/week)

Oversees youth activities, including but not limited to extracurricular groups and work days on Union County Workforce Development Program work sites. Assists with counseling, adjustment, rehabilitation and guidance of youth offenders; performs related work as required. Bachelor's degree in social work, psychology, criminology, sociology or related field preferred but not required. Supplemental experience in working with delinquent or troubled juveniles is helpful. Considerable knowledge of juvenile behavior and adjustment problems and methods of treating them; knowledge of the Juvenile Justice System in the State of Oregon; and knowledge of counseling methods and techniques.

See job description for additional duties and requirements.

APPLY: Union County Juvenile Department
1102 K Avenue
La Grande, OR 97850

Applications also available at <http://www.union-county.org/>

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

UNION COUNTY JOB DESCRIPTION

JOB TITLE: YOUTH ACTIVITIES SUPERVISOR

DEPARTMENT: JUVENILE

DATE: February 28, 2017

APPROVED BY: Juvenile Department Director

POSITION SUMMARY: Oversees youth activities, including but not limited to extracurricular groups (rock climbing, disc golf, hiking) and work days on Union County Workforce Development Program work sites. Assists with professional case management in the counseling, adjustment, rehabilitation and guidance of youth offenders; to perform related work as required.

DISTINGUISHING FEATURES: Provides diversion services for juveniles falling under the jurisdiction of the juvenile department. An employee in this class works under the general supervision of the Juvenile Department Director, who reviews work for adherence to established policies and procedures through consultation and review of work performed.

ESSENTIAL JOB FUNCTIONS (illustrative only): Any single position of a class will not necessarily involve all of the duties listed, and many positions will involve duties which are not listed.

- Organizes and supervises activities with a group of youth.
- Supervises work site in conjunction with Workforce Development Counselor.
- Identifies and develops community resources and support programs.
- Counsels and supervises juveniles who are under the jurisdiction of the juvenile department.
- Provides necessary transportation for juveniles to and from activities.
- Enters and retrieves offender information in the Juvenile Justice Information System (JJIS) as established in policy, procedure and standards.

AUXILIARY JOB FUNCTION: Provides outreach and education to local at-risk and mainstream students. Organizes and supervises community service outings. Organizes and

supervises approved prevention projects and services. May need to assist with transporting juveniles to and from other facilities. Enters specific data into the Juvenile Justice Information System. May need to assist in responding and/or providing assistance to law enforcement agencies, schools and other social service agencies. Performs additional interoffice tasks as assigned. Maintains proficiency by attending conferences and meetings. Meets with the Director of the Juvenile Department on an ongoing basis.

JOB QUALIFICATION REQUIREMENTS: Knowledge of juvenile behavior and adjustment problems and methods of treating them, and of the Juvenile Justice System in the State of Oregon. Knowledge of counseling methods and techniques. Ability to prepare accurate and complete reports on a PC. Communicate effectively both verbally and in writing. Develop and maintain effective working relationships with schools, other social service professionals, law enforcement personnel, parents, juveniles and the general public. Remain calm and work successfully with individuals and families in crisis and emotional situations. Have the ability and skill to work with maladjusted children, adolescents and their families. Proficiency with PC's and data entry into a statewide network system.

MANDATORY REQUIREMENTS: Some higher education focused on social work, psychology, criminology, sociology or related field, preferably supplemented by experience in working with delinquent or troubled juveniles, or any equivalent combination of experience and training which demonstrates the ability to perform the duties above.

DESIRABLE REQUIREMENTS: Some experience working professionally with at-risk youth.

SPECIAL REQUIREMENTS: Must have a valid Oregon State Driver's License. Must satisfactorily complete courses regarding the Juvenile Justice System. Must pass a law enforcement background check.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position the employee may be required to sit at a desk or stand in the field for long periods of time. The position requires mobility and the ability to operate a motor vehicle. Manual dexterity and coordination are required for periods of time while operating equipment such as a computer keyboards, motor vehicles, and leading physical activities with youth. The position may be required to deal with violent and combative individuals requiring considerable physical effort. May require use of restraints including handcuffs and shackles (leg irons) and waist belts when transporting detainees.

WORKING CONDITIONS: Work locations are in all types of indoor and outdoor environments. Contact with individuals who may be violent, combative and under the influence of drugs or alcohol or who may have a communicable disease. Employees at times operate Sheriff's vehicles and may be required to sit for extended periods of time while performing various duties.

SUPERVISORY RESPONSIBILITIES: Supervision is not normally a responsibility of positions in this classification.

SUPERVISION RECEIVED: Work is performed under the general supervision of the Juvenile Department Director who reviews work for adherence to establish policies and procedures through consultation and review of reports.