

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

JUVENILE JUSTICE SPECIALIST

POSITION CODE: 21971

Effective: 06/01/2015

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs professional duties in a juvenile justice facility at the full performance level in conjunction with other professional staff in combining core security with a range of individual and group facilitation and social development services providing for the care, safety, well being and personal development of youth. Work at this level involves delivery of a range of individual and group facilitation and social development services at the full performance level. Participates as an active member on living unit resource treatment teams.

Specific assignments are made on the basis of training and demonstrated and tested competencies in the areas of assignment, which may include youth supervision of social and recreational activities, motivational training, personal care and social skills development, teambuilding and group facilitation, work habits training, job interviewing, goal setting, academic skills and study habits mentoring and monitoring, and individual behavioral case records maintenance for the individual service plans. Assignments include searches, sally port control and movement through the facility, supervision of library, healthcare security, crisis team member, staff training and mentoring, various committee assignments including adjustment committee, etc.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides role-modeling behavior, facilitating appropriate communications and developing suitable problem solving and conflict resolution skills for assigned youth, supervising and monitoring the progress of youth in accordance with the individualized service plan.
2. Provides youth with immediate reinforcement of appropriate interaction, limit setting, and correction of inappropriate communication and interaction.
3. Works with counselors and other professional and direct support staff to provide additional assistance and support services to youth, through individualized student interaction and facilitating group programs where trained and certified to do so.
4. Supervises youth in accordance with specified agency rules and standards. Participates in the development and implementation of an individualized service plan including, but not limited to, monitoring implementation of the plan, preparing periodic written and oral reports, attending professional staff meetings for assigned youth, and contributing to the plan in areas of specialization, goal setting, behavioral observations and management issues.

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5. Completes all required reports and notifies appropriate staff of issues, concerns and activities.
6. Transports and supervises youth movement to and from destinations inside and/or outside the facility grounds; observes behavior and social interaction of youth and intervenes when conflicts occur and deescalates the situation.
7. Administers nonprescription medications per established protocols and ensures youth have access to necessary and appropriate medical services.
8. Conducts periodic inspections of facility to assure the safety and well being of youth being served.
9. Receives ongoing training to develop new and updated skill and proficiency in carrying out specialized service delivery programs to targeted youth involving group or individual services.
10. Provides guidance and conducts peer training for specialists and interns to familiarize them with different and more challenging assignments and to assist the training coordinator with cyclical training, instruction, and reinforcement of existing directives and procedures and new or improved work methods and techniques.
11. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience *

** Requires either a bachelor's degree from an accredited college or university with a specialization in criminal justice, education, psychology, social work or a closely related social science, or a bachelor's degree from an accredited college or university in another field of study and at least two years of experience in the field of juvenile matters.

Requires successful completion of an approved Department of Juvenile Justice training program.

** Candidates must be over the age of 21.

* The educational and age requirements are minima, in accordance with the Juvenile Justice Act, [730 ILCS 5/3-2.5-15 (b)].

JUVENILE JUSTICE SPECIALIST (Continued)

Knowledges, Skills and Abilities

Requires working knowledge of juvenile behavior problems, and the treatment and interventions required to develop successful and appropriate behaviors.

Requires working knowledge of adolescent psychological development, mental health issues affecting the juvenile offenders, and social development concerns.

Requires working knowledge of rules and regulations and specific procedures for carrying out work assignments.

Requires working knowledge of basic first aid and emergency response protocols in order to deal with emergency situations.

Requires ability to work with clients in an empathetic and understanding manner in order to engender cooperation in daily living activities and support the individual development process in accordance with the service delivery plan.

Requires ability to communicate effectively with troubled youth, their family members and significant others and other professional service delivery staff.

Requires ability to follow oral and written instructions, and regulatory requirements.

Requires ability to write reports, and maintain records, some of which require keyboarding skill.

Requires ability to organize/coordinate and lead recreational and social activities.

Requires ability to mentor other staff and provide training for assignments, practices, and techniques.

Requires possession of an appropriate valid driver's license.

Requires physical agility and strength to stand and walk for up to three hours at a time, to run for short distances, and to provide physical intervention and control, as necessary, in order to protect and/or restrain individuals.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level.