

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

JUVENILE JUSTICE SPECIALIST INTERN

POSITION CODE: 21976  
Effective: 06/01/2015

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, and subsequently under direct supervision for a period of twelve months, receives formal classroom instruction and on-the-job training while performing beginning level professional duties combining core security with a range of individual and group facilitation and social development services in a juvenile justice facility providing for the care, safety, well being and personal development of youth. Work at this level is closely supervised and work products are reviewed and discussed with the incumbent until the employee has demonstrated proficiency in accomplishing each new skill or assignment.

Work involves participating in supervising the movements, conduct, discipline, and training of youth, including delivery and supervision of social and recreational activities, group and individual instruction, motivation, personal care instruction 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. Receives training in rules and regulations, and in making written reports of violations.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Learns to interact effectively with youth, providing role-modeling behavior, facilitating and reinforcing appropriate communications, social skills, and developing suitable problem solving and conflict resolution skills. Monitors the progress of youth in accordance with an individualized service plan. Learns to set behavioral limits to encourage acceptable interaction between adults and youth.
2. Learns to work various security and program assignments, participating in escorts, supervising youth work crews, sally port operations, property control, participating in audits, fire safety, conducting searches, key control, tool control, outer perimeter security, etc.
3. Works with counselors and other professional staff to provide additional assistance and support services to youth, through individualized student teaching, and leading group facilitation programs where trained and certified to do so.
4. Supervises youth in accordance with specified agency rules and standards.
5. Participates in the development of individualized service plans including, but not limited to, 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.
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.

## JUVENILE JUSTICE SPECIALIST INTERN (Continued)

7. Learns procedures for issuing nonprescription medications per established protocols.
8. Learns to perform 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. 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.

\*\* Candidates must be over the age of 21.

### Knowledges, Skills and Abilities

Requires elementary knowledge of juvenile behavior problems, and the means to develop successful and appropriate behaviors.

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

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 a service delivery plan.

Requires ability to successfully complete a comprehensive Department of Juvenile Justice training program.

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 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.

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