

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

JUVENILE JUSTICE YOUTH & FAMILY SPECIALIST

POSITION CODE: 21991 – Option 1
21992 – Option 2
Effective: 12/1/2010

DISTINGUISHING FEATURES OF WORK:

Under general supervision, provides a prescribed range of treatment services consistent with agency policy and case management to youth within an assigned juvenile justice treatment team setting; provides counseling services to youth on a group and individual basis; facilitates youth placement in services and programs; works with families and other caregivers to facilitate youth rehabilitation and enhance their ability to make appropriate decisions; monitors progress and behaviors and prepares professional reports; in a field services setting, drives to various locations to implement and monitor After Care services such as treatment and counseling plans, release and transition plans, and warrant services for a prescribed case load of youths re-entering their community and family settings; works with community-based service providers, families and youths to assure that youth needs are being met and conditions are adequate for successful reintegration within the community; intervenes in crisis situations to effectively stabilize or isolate behaviors and may exercise custodial restraint or confinement, and enforce rules and legal conditions defining behaviors, including acting on approved warrants, hold orders, or transfer and placement assignments; prepares official reports and works cooperatively with service agencies, law enforcement and parole board regarding status and conditions of custody. A characteristic of this work is the need to schedule evening and weekend work activity in order to provide youth services outside school hours.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides counseling services to incoming youth during their initial orientation and adjustment to the facility; determines case planning components including psychosocial, educational and vocational services, mental health, substance abuse, and family factors; manages the enrollment process into available programs and services consistent with case plan requirements and special needs of the individual; works with institutional teams, field staff, and contractors to provide monitoring and intervention to effect positive adjustment and completion of treatment goals for youth on the assigned case load.
2. Prepares, implements and monitors transition and parole release plans consistent with agency case management requirements; utilizes electronic data management and tracking software systems; monitors youth progress, prepares reports, responds to incidents and completes investigations, provides testimony, and performs security interventions to enforce discipline and regulatory compliance.
3. Performs professional assessments of individual youth's criminogenic risks, personal strengths, and individual needs; implements treatment interventions and provides counseling services to both individuals and groups consistent with identified needs and priorities in carrying out case planning utilizing professional expertise; guides direct care staff in supervision and service delivery.

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4. Implements the Department of Juvenile Justice Case Management Model for youth assigned to case load; makes case management decisions related to youth behaviors and needs consistent with public safety, including imposition of sanctions, approved issuance of warrants, arrest and confinement, investigatory searches, urine testing, and interaction with law enforcement to effect custodial control, and using security equipment and monitoring devices, assists in the apprehension of absconders.
5. Provides crisis intervention and response to incidents and situations which require behavioral controls and sanctions. Conducts due process hearings and processes.
6. Participates in continuing education programs, training and staff development to build skills and acquire knowledge which can be shared with others.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education

Option 1: Requires a bachelor's degree in counseling or a closely related social sciences degree.*

Option 2: Requires a master's degree in counseling or a closely related social sciences degree.*

Experience

Requires two years of professional experience working with youth in juvenile services. Candidates must be over the age of 21.*

Knowledges, Skills and Abilities

Requires extensive knowledge of counseling and guidance principles and techniques.

Requires working knowledge of theories of personality and deviant behavior, delinquency, and criminology.

Requires working knowledge of the principles of cognitive behavioral treatment.

Requires working knowledge of sociology of the family and of racial and cultural minorities, urban sociology and social problems.

Requires working knowledge of casework techniques and the writing of professional reports.

Requires ability to prepare comprehensive evaluations and to develop recommendations for rehabilitation and positive behavioral change programs, and for parole placement and supervision.

* The age requirement is required by the Juvenile Justice Act, which additionally requires a minimum of a bachelor's degree. This class affords a progressive educational level above the stated educational minimums set forth in the Act, [730 ILCS 5/3-2.5-15 (b)].

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Requires ability to use a personal computer and office software in data tracking and the preparation of work reports and case management.

Requires ability to relate and integrate professional aspects of counseling and guidance with those of other disciplines.

Requires ability to apply a high degree of tact, patience, empathy and insight in the skillful counseling of residents, families, parents and relatives.

Requires ability to communicate effectively both orally and in writing.

Requires ability to administer objective psychometric tests.

Requires ability to establish and maintain effective working relationships with parents and families, other professional disciplines and members of other governmental community organizations.

Requires the ability to travel.

For positions with After Care field service responsibilities—requires the possession of a valid appropriate driver's license.

Requires written and spoken knowledge of the English language and may require ability to speak and write a foreign language, such as Spanish, at the colloquial skill level in order to communicate with non-English speaking persons.