

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

JUVENILE JUSTICE YOUTH & FAMILY SPECIALIST SUPERVISOR

POSITION CODE: 21995

Effective: 12/1/2010

DISTINGUISHING FEATURES OF WORK:

Under general direction, supervises assigned staff on a treatment team and provides leadership and direction to the other professional care specialists on the unit; assigns cases to staff juvenile justice counselors, monitors the quality and timeliness of their work, provides direction and guidance in the establishment of treatment goals and methods, acts as a resource in the provision of professional services and case supervision; drives to various locations to monitor staff case loads and case plans for compliance with agency guidelines for After Care services such as treatment and counseling plans, release and transition plans, and warrant services for 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; may additionally assume a complex case_load of special needs youth. 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. Supervises assigned staff in the provision of case-managed treatment services, reviews program activity, prepares and signs performance evaluations, assigns work, establishes annual goals and objectives; counsels staff on work problems, assigns staffing case_loads.
2. Guides subordinates in the delivery of case management and counseling services and the effective management of assigned youth; approves and monitors target dates for task management and youth enrollment into programs; monitors case plans for compliance with agency-mandated processes and audits outcomes and adjusts goals
3. Reviews and responds to incident reporting requirements and incident management to protect victims and enforce agency procedures and practices.
4. Authorizes and conducts custodial intervention and coordinates with agency staff and service providers.
5. Reviews and approves submission of case load transfers and parole plans following agency guidelines; works with families and service providers to establish appropriate placement, enrollment and services.
6. Directs responses to critical incidents, approves and directs custodial and public safety intervention, including requesting confinement, the issuance of warrants, responding to law enforcement requests and charging youth with violations.

JUVENILE JUSTICE YOUTH & FAMILY SPECIALIST SUPERVISOR (Continued)

7. Participates in continuing education programs, training and staff development to build skills and acquire knowledge which can be shared with others.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires a master's degree in counseling or related social sciences.*
Requires three 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 extensive 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 supervise a professional staff, assign and review work and monitor resources.
Requires ability to prepare comprehensive evaluations and to develop recommendations for rehabilitation and positive behavioral change programs, and for parole placement and supervision.
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 and 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.

* 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)].