

## **ASSISTANT YOUTH AND FAMILY ENGAGEMENT COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for assisting the Youth and Family Engagement Coordinator in the coordination and case management for the Raise the Age legislation for youth, ages 16 to 18 and other at risk youth served at the Ulster County Department of Probation. Responsibilities include assisting with the coordination, case management and advocacy for youth offenders within the Raise the Age legislation and other at risk youth. This position requires responsibility for handling information of a highly sensitive, confidential nature. Work is performed under the general supervision of the Youth and Family Engagement Coordinator although considerable leeway is allowed in the performance of duties. Supervision is not normally a function of this class. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in coordinating the work of the program and ensuring compliance in accordance with the Raise the Age legislation;

Assists in the coordination and management of cases within the parameters of the Raise the Age legislation for youth, ages 16 to 18 within the Ulster County Department of Probation;

Submits updates to probation, including written alternative-to-detention/incarceration plans;

Provides contact and support for youth and their families;

Assists in the development of written case management plans for at risk youth and family members;

Participates in community outreach to school, community, and faith-based organizations that will help foster the mission of the Ulster County Department of Probation;

Assists in providing information for policy and program development;

Assists in the coordination and referrals of youth and their family members to all services available from the County and outside entities;

Explains program and release requirements including agency and other relevant service referrals;

Establishes and maintains effective working relationships with other social service and law enforcement agencies and cooperates with them in matters of mutual interest;

Assists in coordinating the youth and family program schedule at the Ulster County Department of Probation;

Maintains youth records as required;

May act as liaison with family and pertinent service providers;

May prepare progress reports on youth within the program and periodically review case histories to determine degree of adjustment.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the Raise the Age legislation; working knowledge of the methods and practices used in case management and advocacy; working knowledge of the habits, attitudes and behavior patterns of delinquent youth; working knowledge of trends and developments in the correction field; working knowledge of policy development; working knowledge of federal, state and local laws and programs as they relate to delinquent youth; working knowledge of available community resources; ability to obtain the cooperation of social work and law enforcement agencies in the rehabilitation of delinquent youth; ability to evaluate data to prepare reports; ability to deal effectively with people under emotional strain; ability to work cooperatively and effectively with others; ability to maintain confidentiality; tact; initiative; resourcefulness; good powers of observation, perception and analysis; sound professional judgment; emotional maturity.

**MINIMUM QUALIFICATIONS:** Either

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's or higher level degree in Public or Business Administration, Social Work, Human Services or related field and one (1) year of full-time paid, or its' part-time equivalent work experience in job or employment program development for youth, working with at risk youth in a rehabilitative program, youth development program or youth delinquency prevention program; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Public or Business Administration, Social Work, Human Services or related field and three (3) years of full-time paid, or its' part-time equivalent work experience in job or employment program development for youth, working with at risk youth in a rehabilitative program, youth development program or youth delinquency prevention program; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid, or its' part-time equivalent work experience in job or employment program development for youth, working with at risk youth in a rehabilitative program, youth development program or youth delinquency prevention program; **OR**
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

**Special Requirement:** At time of appointment, and throughout employment in this title, candidates must possess a valid New York State driver's license.

ULSTER COUNTY

0566 AST Y&F EC

Classification: Competitive

Grade: 14

Union: CSEA

Adopted: December 20, 2018

Revised: January 3, 2020