

## **YOUTH AND FAMILY ENGAGEMENT COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This policy influencing position requires responsibility for handling information of a highly sensitive, confidential nature. The work involves responsibility for 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 coordination, case management and advocacy for youth offenders within the Raise the Age legislation and other at risk youth including development of written alternative-to-detention/incarceration plans and submission of updates. The incumbent will also act as liaison with family and pertinent service providers including Ulster County Probation Department and Department of Social Services. The work is performed under the general supervision of the Director of the Ulster County Department of Probation with leeway allowed for the exercise of independent judgement. Supervision may be exercised over the work of others. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following as well as other related activities not described.

Coordinates and controls the work of the program and ensures compliance in accordance with the Raise the Age legislation;

Coordinates and manages cases within the parameters of the Raise the Age legislation for youth, ages 16 to 18 within the Ulster County Department of Probation;

Develops written alternative-to-detention/incarceration plans and submits updates;

Coordinates and manages cases for at-risk youth within the Ulster County Department of Probation;

Develops written case management plans for at risk youth and family members;

Responsible for 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 and recommendations for policy and program development;

Acts as liaison with family and other pertinent service providers;

Coordinates and refers 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 contact and effective working relationships with other social service and law enforcement agencies and cooperates with them in matters of mutual interest;

Prepares progress reports on youth within the program and periodically reviews case histories to determine degree of adjustment;

Coordinates the schedule for the Youth and Family program;

Maintains youth records as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the Raise the Age legislation; good knowledge of policy development; good knowledge of the methods and practices used in case management and advocacy; good knowledge of the habits, attitudes and behavior patterns of delinquent youth; good knowledge of trends and developments in the correction field; 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 analyze and 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 Master's degree in Social Work, Criminal Justice, Human Services or one of the behavioral sciences and one (1) year of full-time paid, or its' part-time equivalent work experience with at risk youth or youth offenders in a rehabilitative program; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Social Work, Criminal Justice, Human Services or one of the behavioral sciences and three (3) years of full-time paid, or its' part-time equivalent work experience with at risk youth or youth offenders in a rehabilitative program; **OR**
- C. An equivalent combination of training and experience as defined by the limits of A and B 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  
7911 Y&F ENG CD  
Classification: Competitive  
UCSA

Adopted: December 18, 2018  
Revised: January 3, 2020