



## POSITION DESCRIPTION

**DEPARTMENT: Juvenile Services**

**POSITION TITLE:** Program Advocate

**GRADE:** OJA 32A \$22.03 TO 32E \$28.12

**EMPLOYMENT CATEGORY:** Grant Funded, Juvenile Correctional Advisory Board (JCAB)

**STATUS:** Non-Exempt

**REPORTS TO:** Assistant Director and/or Director

**POSITION SUMMARY:** The Program Advocate would be trained in all our evidence-based curriculum and assessment tools to be able to articulate best practice within our district, to facilitate, and otherwise coordinate programming. The Program Advocate will work with all justice involved youth referred from Juvenile Intake & Assessment (JIAS), Immediate Intervention Program (IIP), Juvenile Intensive Supervised Probation (JISP), and youth placed in the Kansas Department of Corrections – Juvenile Services custody (KDOC-JS) for Conditional Release. The scope would be to help connect justice involved youth with community resources or remove barriers as identified in our JCAB report to include the following: assist in transportation, education, and leisure and recreation. The position can help the youth connect with resources in our community to emphasize the importance of trade or post high school education. As for leisure and recreation, our Chamber is wanting youth input and involvement with community projects. This would be new venture for the youth to be heard and show how they can contribute to their community. The position can help shore up the tracking of program hours, meet grant goals, and outcomes.

**FUNDAMENTAL JOB DUTIES:** The Program Advocate should be able to demonstrate they are able to handle a variety of tasks relevant to the job, including the ability to collaborate with local stakeholders to maximize the best possible outcome for the youth. This will be through employment services and or employment education such as basic life skills. Also includes networking with local employers willing to obtain and train eligible youth. Work with schools and assigned Community Case Manager, to maintain educational success to include post-secondary opportunities. Assist eligible youth interested in post-secondary enrollment process, paperwork, and financial aid options. Plan, organize, and complete community service work projects together stressing the importance of giving back to their community.

The Program Advocate should also be proficient in time management to perform all tasks. As well as expressing themselves clearly, concisely, and legibly in both verbally and in written form. The Program Advocate will help compile the required program hours per grant guidelines. The Program Advocate will receive training on the Principals of Effective Interview, Effective Practices in Correctional Settings (EPICS II), and then local evidence-based curriculum to facilitate classes with youth being served. This will be completed with fidelity and quality assurance measures being established. Expand our telehealth opportunities with local vendors and creation of Memorandum of Understanding (MOU).

The Program Advocate must have knowledge of and follow all applicable State and Federal Statutes, laws, rules and regulations, standards, policies, and procedures of KDOC (Kansas Department of Corrections) Juvenile Services and Barton County.

**EDUCATION:** The position requires a four-year college degree with preference given to Criminal Justice, Psychology, Social Work, Sociology or other related health and human services fields.



**EXPERIENCE / SKILLS:** This position requires that successful applicant have a valid Kansas Driver's License and no excessive ticket history. The successful candidate must pass a criminal history, Department for Children and Families background screening and drug testing. The successful candidate will have good written and verbal communication skills, be able to meet with the public and deal with difficult people and perform efficiently without direct supervision. In this position, one will be required to make decisions regarding placement, and refer juvenile offenders for appropriate services. While this position does require one to make independent decisions, we also emphasize team effort due to the ever-changing atmosphere.

**PHYSICAL REQUIREMENTS / ABILITIES:** This position may involve prolonged sitting, some bending, stooping and stretching. Requires being physically able to sufficiently operate a keyboard, photocopier, telephone, calculator, and other office equipment. Occasionally youth and staff give back to the community through Community Work Service, which is mandated by the Court for youth to repay fees, which can require manual labor. Must be able to record, prepare and communicate appropriate reports. Work is performed both in the community and in an office environment. Work may be taxing; we are a fast-paced agency and multi-tasking skills are fundamental. Due to the nature of this position, flexible hours are permissible and encouraged to meet the parent/guardian at their time of availability.

**WORKING CONDITIONS / ENVIRONMENT:** Well-lighted climate-controlled offices. Main office is handicap accessible. Must work closely with juvenile offenders, offender's family, victims and victim's family; potential exists for possible physical and verbal abuse by juvenile offenders, acquaintances and family members. Public needs must be main emphasis; however, occasions regularly exist in dealing with difficult people. When making field visits, the worker may be exposed to hazardous situations and/or environments. The agency does provide a county mobile phone to be accessible to our service providers, youth, and families as necessary. With the knowledge of working with at risk populations, may result in taking or making a call outside the traditional hours of operation, which will be compensated according to task. Occasionally required to use department vehicles or walk to courthouse for office related tasks.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Head Signature \_\_\_\_\_