



CLASS SPECIFICATION

Class Code: 60013726
Date Established:
Last Reviewed: 09/2024
Last Revised: 09/2024
Last Title Change:
FLSA: non-exempt
Probation: 12 months

OUTREACH SPECIALIST II

DEFINITION

Under general supervision, plans and provides a variety of outreach programs; coordinates programming with local and regional partners to develop intervention and prevention strategies to foster successful outcomes for the youth served, families, and the community; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in behavioral sciences, criminal justice, human services, social work, or a closely related field AND two years full-time experience in an outreach program developed for youths; OR two years as a Washoe County Juvenile Services Outreach Specialist I; OR an equivalent combination of related education and experience.

Must be 21 years of age at the time of application.

LICENSE OR CERTIFICATE

A valid Nevada Class C driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

A CPR/First Aid certificate is required at the time of appointment and must be maintained for continued employment in this classification.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the Outreach Specialist series. Incumbents perform the full range of assignments associated with community outreach programs. This class is distinguished from Outreach Specialist I in that Outreach Specialist I is the entry and training level with incumbents performing a narrower range of assignments with increased guidance and supervision.

SUPERVISION EXERCISED

May exercise lead direction.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Identify and assess the needs of youth/families and provide intervention services; meet with youths and families in response to request for service referrals and determine intervention strategies; provide referrals to community resources.

Coordinate with Probation Officers and Case Managers to determine alternate outreach interventions such as after-school programs, recreational activities, educational field trips, and gang awareness and diversion.

Meet with youth in community-based centers and other off-site locations to engage them in appropriate intervention programs.

Identify barriers which lead to delinquency for youth and families; develop recommendations to reduce barriers and promote successful outcomes.

Develop case plans to include programs, services and referrals in conjunction with youth and family.

Develop youth programs, collaborate with other agencies that focus on youth development.

May provide lead direction to outreach staff to include providing training, recommending improvements in work methods, reviewing work assignments, and providing input for performance evaluations.

Schedule programming and provide supervision of participating youth; monitor and supervise youths participating in program.

Develop appropriate recreation schedules and educational activities for existing programs.

May conduct field contacts at, and maintain working relationship with, schools, mental health providers, medical health providers, community programs and government agencies.

Participate in community organizations, focused on system involved youth and juvenile justice issues.

Lead and organize groups and activities focused on strengthening self-esteem, health and wellness, cultural identity, cooperative and positive peer and family interactions, pro-social leisure and recreational activity, and educational retention.

Participate in training programs as required.

Administer emergency first aid or CPR as required, transport to emergency care facility if required and notify parents of medical emergencies.

May be assigned to other departmental functions to ensure consistent, safe operations.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department/division policies and procedures.

Laws, rules, and regulations governing the program.

Social service agencies and local community resources.

Microsoft Office Suite and department specific software.

Ability to:

Train, lead, coach and assist in the development of staff members.

Develop curriculum for outreach after school program.

Evaluate work processes to determine effectiveness and efficiency.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

Standard office practices and procedures.

Record keeping principles and practices.

Principles of adolescent development, family systems, and delinquency intervention.

Basic principles of group dynamics and individual behavior.

Intervention strategies to help provide the most appropriate assistance to youth and parents.

Basic safety and security practices.

Cultural competency to effectively engage individuals from various socioeconomic, ethnic, and cultural backgrounds.

Ability to:

Accurately observe, assess, and record juvenile behavior.

Prepare reports, collect data, and maintain accurate documentation of services provided.

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Plan, prioritize, and organize work to meet schedules and timelines.

Develop recreational schedules and educational activities.

Interact and work with individuals from diverse socio-economic backgrounds.

Effectively manage stressful situations and interact and work with hostile clients in a calm, professional matter.

Maintain confidentiality of data and information.

Interpret and apply applicable laws, regulations, and departmental policies.

Show proficiency in vehicle operation and safely drive a fourteen (14) passenger mid-bus.

Safely transport youth to various programs and services when necessary.

Provide bilingual/translating services to department staff upon request if applicable.

Communicate clearly and effectively, both orally and in writing.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to work in a professional office environment, as well as in the field.

Successful completion of Defensive Tactics annually is required for continued employment in this classification.

This position requires flexible work hours, which may include evenings, weekends, and holidays.

Must submit to a TB test upon appointment at own expense.

Employment is contingent upon the successful completion of a background investigation.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.