



CLASS SPECIFICATION

Class Code: 60013742
Date Established:
Last Reviewed: 09/2024
Last Revised: 09/2024
Last Title Change:
FLSA: non-exempt
Probation: 12 months

OUTREACH SPECIALIST I

DEFINITION

Under direct supervision, receives training to plan and provide a variety of outreach programs; participates in the development of 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 closely related field; 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 entry level in the Outreach Specialist class series, which provides for progression to the next level in the series upon meeting the requirements of the class and recommendation of the appointing authority. This level is intended as a training position to enable incumbents to learn outreach program planning, needs assessment, intervention strategies, and appropriate service delivery recommendations.

SUPERVISION EXERCISED

Exercises no supervision.

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

Receive training to 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; works with staff to provide referrals to community resources in conjunction with youth and family.

Participate in the coordination of services 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.

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.

Administer emergency first aide 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.

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.

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

Laws, rules, and regulations pertaining to area of assignment.

Social service agencies and local community resources.

Basic principles of group dynamics and individual behavior.

Microsoft Office Suite and department specific software.

Ability to:

Accurately observe, assess, and record juvenile behavior.

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

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

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.

Basic safety and security practices.

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

Ability to:

Develop recreational schedules and educational activities

Effectively 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.

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

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

Safely transport youth to various programs and services when necessary.

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.