



## CLASS SPECIFICATION

Class Code: 16650  
Date Est: 01/2009  
Last Rev:  
Last Title Chg:  
FLSA: Non-Exempt  
Probation: 12 months

### YOUTH ADVISOR (ON CALL)

#### **DEFINITION**

Under direct supervision, the Youth Advisors Trainee are responsible for the direct observation, supervision, guidance and general custodial care of juveniles in residence in a secure detention facility or in the non-secure residential facility.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Completion of 48 credits from an accredited College or University with course work in Criminal Justice Social Work, Psychology, Human Development and Family Studies, or a related field; OR two years of qualifying experience in a Youth Detention Facility or related Juvenile Justice program, in a Law Enforcement field or adolescent residential treatment program OR an equivalent combination of related education and qualifying experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at time of appointment.

A CPR/First Aid certificate within 30 days of employment.

Complete and maintain training and certification in Department approved Defensive Tactics, and other training required by the Department.

#### **SUPERVISION EXERCISED**

N/A

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

Under supervision, responsible for the care, security, reporting, observation, supervision, and guidance of juveniles in residence. Maintain security, prevent escapes, and ensure enforcement of policies and procedures. Resolve problems and differences among the juveniles.

Acquire skills to learn how to assist and instruct residents with daily living skills, including personal hygiene and maintenance of living areas.

Receive training to learn to record observations of youth and report relevant information to appropriate staff.

Actively participates in the Program planning, development and teaching of special interest programs.

Learn to complete paperwork on shift including documentation in logbook, incident reports, probable cause reports, intakes and all other forms as needed. This could also include police reports and referrals to Social Service agencies.

Actively assist with the supervision of juveniles with mental health issues including acute suicidal actions, severe depression, psychosis, making appropriate referrals to mental health professionals for further evaluation.

Assist with the transportation of juveniles to and from the facility as needed.

Serve as a liaison on a limited basis between Juvenile Services and other outside agencies and the public.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner so no one is exposed to unnecessary harm or risk of on-the-job injury.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Departmental and divisional policies, practices, and procedures relevant to area of assignment.

Working knowledge of state and local laws relating to juvenile justice, child welfare, and the court system.

Computer software specific to the department.

Principles of individual and group behavior.

#### **Ability to:**

Interpret and apply policies and procedures.

Perform multiple functions in periods of intense activity requiring a quick response and the application of appropriate procedures.

Exercise sound judgment and make appropriate decisions in emergency and non-emergency situations, often with limited information.

Communicate clearly, both orally and in writing.

Observe and record events accurately and concisely including proficient writing skills enabling the preparation of quality reports.

Supervise juveniles in residence.

Comprehend and follow oral and written directions.

Deal with individuals from diverse socio-economic backgrounds.

Deal with stressful situations and hostile clients.

Control personal bias.

### **SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to stand, walk, run and lift while supervising and observing youths. Strength and dexterity of a degree to be able to restrain a youth if necessary. Sufficient sensory acuity to be able to detect smoke/fire or contraband being used or carried by detained youth. Sufficient vision to be able to observe youths in programs and/or detention activities and hearing skills for purpose of monitoring and communicating with juveniles, other department staff and the public.

Background checks will be conducted on Youth Advisors through the State of Nevada and the Federal Bureau of Investigation (FBI).

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