

**MAJOR FUNCTION**

This is professional work involving supervision, case management, and counseling of disconnected youth (ages 16-24) who are not in school and unemployed. An employee in this class is responsible for identifying, engaging, building relationships, monitoring, and supervising their progress utilizing the (7) Phases of Case Management so that they conform to public safety and workforce expectations of the community. Work involves, but is not limited to, life coaching, mentoring, equational and workforce planning, and crime/drug abuse intervention strategies. Work is performed with considerable independence under the general administrative direction of the TEMPO Youth Services Coordinator. Work is reviewed and evaluated through conferences, reports, recommendations, and results attained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Provides enhanced supervision and case management for disconnected youth, ages 16-24, who are not in school or in the labor force. Identifies, engage and build relationships with disconnected youth by conducting site visits and monitoring their progress through the (7) phases of case management. Monitor, track and report on specific outcomes, metrics and milestones achieved for assigned disconnected youth per their case management data file. Supervises disconnected youth to assure that their prescription for educational and job opportunities is being fulfilled. Connect disconnected youth with program partners that may provide educational and job opportunities. Develops and monitors specific prescriptive programs for each case. Develops multi-agency community control and supervision responsibilities that will provide intensive monitoring of the daily actions of each youth. Manages probation/parole case management process as applicable as part of the crime analysis, case managed community control process. Provides written and oral updates to the TEMPO Youth Services Coordinator upon request, including formal presentations to the department director regarding the progress and efficacy of reengagement efforts.

**Other Important Duties**

Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of the theories and practices in counseling or social work with respect to disconnected youth and their culture diversity. Knowledge of case management and professional ethics relating to counseling or social work. Knowledge of interviewing techniques. Ability to provide life coaching and guidance to disconnected youth. Ability to conduct fact finding interviews. Ability to investigate and complete inquiries and reports. Ability to develop individual case management plans. Ability to coordinate case assignments for disconnected youth. Ability to plan, organize and coordinate work assignments. Ability to actively listen to others. Ability to communicate effectively verbally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a bachelor's degree in sociology, social work, psychology, counseling, criminology or a related field and one year of professional experience that includes working with diverse at-risk youth populations, probation and parole or family counseling; or an equivalent combination of training and experience.

Established: 07-3-19