

DEPARTMENT: YOUTH BUREAU
CLASSIFICATION: COMPETITIVE
APPROVED: OCTOBER 25, 2021

YOUTH BUREAU OUTREACH WORKER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for a set of planning activities, funding initiatives, and direct services focused on establishing and maintaining a broad range of local community services for both delinquent or delinquent-prone youth and the general youth population. This is a professional position requiring experience in developing and maintaining cooperation among local municipalities, public agencies including the educational community, voluntary non-profit agencies or organizations, and community groups. The incumbent assists and serves as a youth advocate and the liaison among schools, community groups and organizations and human services agencies. Work is performed under the general supervision of the Youth Bureau Director and considerable leeway is allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Develops specific goals and objectives for dealing with issues and trends seen in the community
2. Assists in monitoring funded agencies for contract compliance;
3. Organizes Speakers Bureau to increase awareness of programs and services available to young people;
4. Participates in meetings with professional and community groups and organizations to promote programs aimed at youth and families;
5. Assists in the development of training and education programs and prepares reports as required;
6. Assesses needs and refers youth to necessary social programs and/or community support services;
7. Supervises supportive staff in overall duties;
8. Supervises and monitors program operations to ensure accountability and adherence to standards;
9. Offers advice and guidance on implementation and operation of joint service programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of factors underlying juvenile delinquency; working knowledge of business and professional community; working knowledge of practices and techniques of community organizations; working knowledge of laws related to youth and juveniles; good communication skills; skill in assessment; ability to communicate effectively with community and business leaders, school officials and government representatives; ability to establish and maintain positive support with various paraprofessional persons and officials; ability to establish and maintain good working relationships with others; sound professional judgment; dependability; responsibility; initiative .physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Candidates must meet one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in human services, social sciences, education, or related field; **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in human services, social sciences, education, or related field; **and** two (2) years of paid experience with youth in a responsible capacity such as in social group work, community organization, recreation, youth diversion programs, parole, probation, social casework, or as a New York State licensed teacher; **OR**
3. Graduation from high school or possession of an equivalency diploma **AND** four (4) years of paid experience as described in (2) above; **OR**
4. An equivalent combination of training and experience as described above.

NOTE: Verifiable part-time paid experience will be pro-rated towards meeting the experience requirements.