ORANGE COUNTY CLASS SPECIFICATION

TITLE: YOUTH SERVICES COORDINATOR **GRADE:** 14

TITLE ABBREVIATION: YOUTH SERVICES COORD **TITLE NO.:** 6800

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: VARIOUS **DIVISION:**

SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the coordination and activities of Orange County's youth. The work also involves the responsibility for planning, developing and implementing the provision of needed services for the risk area youth population. The work carried out in accordance with established policies and procedures and involves developing contacts with all area schools to help forward utilization and coordinating available services with other county departments to targeted populations. Work is performed under the general supervision of the Director with considerable latitude for independent judgment in resolving day-to-day problems. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Contacts all area schools regarding process and procedures for filing PINS petitions;

2. Coordinates with other members of the PINS Diversion Plan (Orange County Departments of Mental Health, Probation and Social Services) to insure provision and non-duplication of needed services by at risk youths;

3. Obtains written agreements from school districts to insure involvement with the Designated Assessment Services Team (DAS);

4. Updates and distributes listings of Youth Service Providers;

5. Develops and implements needs assessments for at risk youths;

6. Provides school districts with conferences on innovative and effective prevention/intervention programs for at risk youths;

7. Monitors and measures the effectiveness of PINS Plan;

8. Reports monthly to County DAS, County Legislature, state finding sources and PINS Steering Committee;

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9. Eclectically selects parts from various school substance abuse programs to provide one common successful curriculum to be implemented by area schools;

10. Develops planning strategy with other county departments to provide services for at risk population.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of youth service programs; working knowledge of PINS Adjustment Act and judicial system as it pertains to youth; working knowledge of Orange County Youth Bureau Comprehensive Plan; ability to establish and maintain working relationship with private, government agencies and school districts; ability to analyze data and develop needed programs serving Youth; ability to express oneself effectively both orally and in writing; ability to understand both oral and written directions; tact resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A) Bachelor of Science degree in Business Administration, Public Administration, or Management Science and one (1) year of full-time paid experience in public administration; OR

(B) Associate's degree in business and three (3) years of experience as described above; OR

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Completion of sixty (60) credit hours of study in a regionally accredited or New York State registered college or university may be substituted for an Associate's degree.

SPECIAL REQUIREMENTS: Must possess at time of appointment and maintain a valid driver's license.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.