

MAJOR FUNCTION

This is professional work involving supervision, case management, and counseling of at-risk youth who are part of A-RAP (At-Risk Assistance Program) or at risk youths who are in need of supervision and treatment. An employee in this class is responsible for monitoring, controlling, and supervising the conduct of the designated A-RAP youths or at risk youth in the community and/or who are under probation or parole conditions, assessing their threat to the community and engaging appropriate community resources to supervise and control their conduct to conform to public safety expectations of the community. Work involves, but is not limited to, preparing human services projects and special crime/drug abuse intervention strategies. Work is performed with considerable independence under the general administrative direction of a Police Sergeant. Work is reviewed through conferences, reports, recommendations, and results attained.

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

Provides enhanced supervision and case management for at-risk youth affiliated with the At-Risk Assistance Program (A-RAP). Conducts intake, needs assessment, evaluations, and service planning. Develops specific supervision and treatment plans for each youth based on their identified needs. Supervises youth to ensure their supervision and treatment plans are being fulfilled. Reviews, maintains knowledge of, and works closely with local community and state resources to assist in finding appropriate programs for youth. Develops multi-agency supervision responsibilities that monitor each youth's daily actions, including monitoring of youth at school, home, court proceedings, related programs, and other identified community activities. Works closely with the Florida Department of Juvenile Justice (DJJ) Probation Officers to ensure youth are completing applicable probation conditions and any required sanctions. Attends staffings, treatment team meetings, DJJ commitment meetings, court proceedings, related family intervention meetings, and School Advisory Council (SAC) meetings. Coordinates implementation of enhanced public safety measures to ensure that at-risk youth are provided with rehabilitative opportunities, community monitoring, and supervision. Manages community intervention and probation process as part of the crime analysis and collaborates with the department's Criminal Investigations Bureau (CIB) detectives when cases potentially involve at-risk youth as defendants, suspects, victims, or witnesses. Maintains confidentiality of at-risk youth, parents/guardians, other identified family members, and designated interagency partners. Performs other work-related duties and responsibilities as required.

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. Knowledge of professional ethics relating to counseling or social work. Knowledge of interviewing techniques. Ability to provide counseling and guidance to others. Ability to register complaints of delinquent children and file reports of investigations. Ability to conduct fact finding interviews. Ability to make recommendations concerning the advisability of prosecution in delinquency matters. Ability to investigate and complete inquiries and reports. Ability to develop individual case plans. Ability to coordinate case assignments for multi-problem 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 probation and parole or family counseling; or an equivalent combination of training and experience.

Police Department: Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination prior to an employment offer being made.

Must possess a valid Class E State driver's license

Established: 10-31-91

Revised: 03-17-93

04-19-04*

11-02-09*

01-09-18

07-16-22

04-26-23