

YOUTH INTERVENTION SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: A Youth Intervention Specialist performs responsible prevention/intervention work in the Special Investigations Gang Unit. Primary function is to refer at-risk youth to appropriate activities, programs, or agencies as an alternative to becoming involved in criminal activity. Specific duties include: giving presentations for community groups/forums/schools on gang awareness; assisting in problem resolution with at-risk youth; counseling youth and parents; serving as a liaison between the Mesa Police Department, schools, other agencies, and the community regarding gang and other youth-related matters; working for the Police Department to identify youth needing assistance; conducting assessments and referring youth to appropriate intervention activities; maintaining close contact and follow-up with referred youth. As the assistant coordinator of the Making Every Student Accountable (M.E.S.A.) program, the Youth Intervention Specialist may train volunteers and oversee their work. This class performs related duties as required for the Special Investigations Gang Unit.

Distinguishing Features: A Youth Intervention Specialist is a civilian classification that performs work of a prevention/intervention nature. Work requires considerable independence, initiative, and judgment. Direct and general supervision is received from the Youth Services Coordinator, who reviews work through direct observation, reports, meetings, and results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualifications Required. Graduation from high school or GED. Any combination of training, education, and experience equivalent to considerable (3 - 5 years) progressively responsible counseling or other social service delivery employment, particularly involving youth.

Special Requirements. Because of the confidential and sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures (Police Department assignment).

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Bachelor's Degree in Counseling or other social science-related field is preferred. Bilingual (English/Spanish) skills are desired.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, management, public officials, school representatives, and personnel from other agencies regarding gang intelligence information. Instructs and trains others assigned to the Mesa Gang Intervention Project, Mesa Police Department, personnel from other agencies, teachers, and the general public regarding gang awareness and prevention/intervention strategies. Prepares written documents which may include: procedures, counseling documentation, brochures, and information bulletins for dissemination with clearly organized thoughts, using proper sentence construction, punctuation, and grammar.

Manual/Physical: Operates a motor vehicle requiring a standard Arizona Driver's License to give presentations, conduct interviews with parents or juveniles, or to assist with the juvenile referral process. Operates a variety of standard office equipment including: a personal computer, copy machine, calculator, and facsimile machine.

Mental: Plans, organizes, and directs gang awareness presentations. Assists in problem resolution with parents and juveniles. Coordinates work activities with other Police Department staff, other law enforcement agencies, other City departments, schools, agencies, and the community. May conduct research and analyzes data regarding gang trends. May perform mathematical calculations and statistical computations to prepare reports. Comprehends and makes inferences from written material including gang intelligence information. Uses discretion in transmitting information among agencies. Learns job-related material through on-the-job training and in a classroom setting.

Knowledge and Abilities:

Knowledge of:

Police Department objectives, procedures, and terminology;
the English language and basic writing techniques; and
security and privacy requirements of police information.

Ability to:

acquire a working knowledge of police writing requirements, and security and privacy requirements of police information;
analyze situations quickly and objectively;
obtain information through interview and observation;
express ideas clearly and concisely, orally, and in writing;
deal effectively with the public, often in stressful situations; and
establish and maintain effective working relationships with coworkers, supervisory personnel, the public, and other agencies.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 6/15

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CS3979.DOCX

PAY GRADE: 42

EEO-Para

NDOT SAFETY-No

SECURITY-Yes

NDOT RANDOM-No

NIDA-No

CDL-No

RESP-No

IND-8810

JOB FCTN-ADM

SWORN-No

INCREMENTS 62-200