



Skills Trainer – Juvenile
Services
Class code: 533
Employee Group: SEIU
Salary Range: 14

I. Position Summary

Under general supervision, to provide a variety of skill development and support services to at-risk youth; and to perform related work as required.

II. Distinguishing Features

The Skills Trainer is a journey level class. Incumbents work within a framework of established procedures and with only occasional instruction or assistance. Incumbent may provide direction to new or volunteer employees, but this task is ancillary to the primary focus of the classification. Work is normally reviewed upon completion and for overall results.

III. Examples of Essential Position Duties

- Assists youth with accessing various resources for housing, medical treatment, transportation, financial, employment and basic daily living needs.
- Develops, plans and conducts skill development, educational and therapeutic programs, and other activities focused on problem-solving techniques, self-esteem and self-reliance, behavior modification, social interaction, parenting skills, vocational skills development, home economics and other daily living skills in class, individual, family and group settings. Provides assistance in times of crisis.
- Coordinates special programs and/or works with specific age groups as assigned.
- Performs general office/administrative duties as needed to maintain efficient operations, including but not limited to, typing records, reports and correspondence; copying and filing documents; answering the telephone; preparing mail; preparing client bills; ensuring facility maintenance; maintaining supplies; searching, entering and retrieving information on computer; and, other clerical duties as required.
- Refers to crisis intervention services to include counseling, suicide prevention, recognizing abnormal behavior and taking appropriate action.
- Documents case notes, ensuring accurate and complete documentation of juveniles' behavior, attitudes and action; prepares thorough and detailed reports as necessary.
- Operates a variety of office equipment, including computers, copier, fax machine, etc.; as well as restraining devices, breathalyzer, drug test kits, kitchen and laundry equipment, etc.
- May provide training programs for temporary and regular staff.
- Maintains knowledge of current research, trends and practices applicable to assigned program by attending classes, conferences and workshops as appropriate.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.

- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

Position requires knowledge of behavior and adjustment problems of youth; counseling and rehabilitation techniques; theories of training in social and personal improvement of youth; ability to secure and hold the confidence and cooperation of youth; provide a safe and positive environment; understand the emotional and physical problems of youth; perform at a high level of professional competence; maintain accurate records; effectively organize duties; display initiative and creativity in carrying out duties and assignments; comply with all statutes, policies and procedures; understand and carry out oral and written directions; communicate effectively, both orally and in writing; and, establish and maintain cooperative working relationships with those contacted in the course of work.

V. Minimum Requirements (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

Education and Experience

- A high school diploma or equivalent, plus one year of responsible experience providing community based service and/or direct care service to at-risk youth; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

Requires first aid and CPR certification within six months of hire.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Tasks require visual perception and discrimination and oral communications ability. Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing (including ability to clearly distinguish and identify colors), and repetitive motions. Requires exerting up to 20 pounds frequently, 50 pounds occasionally, of force to move objects. Work may have exposure to chemicals, solvents, illnesses, diseases, blood borne pathogens, etc.

Working Environments

Work is generally performed in an office environment with groups or individual youth. May include exposure to disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.