



**COUNTY OF KING WILLIAM, VIRGINIA
DEPARTMENT OF COMMUNITY CONNECTION PROGRAM**

JOB DESCRIPTION

Job Title:	Program Specialist III
Position Class:	VJCCA Program Specialist III
Pay Grade:	N12
Exempt Status:	Non-Exempt
Salary Range:	\$36,287 - \$58,059

GENERAL DESCRIPTION:

The Program Specialist III under general supervision provides case management, mentoring, and group facilitation for juveniles before the 9th District Juvenile and Domestic Relations Court and Court Service Unit in the counties of King William, King & Queen, Charles City, Middlesex and New Kent. The Program Specialist III must be knowledgeable of behavior management skills and group dynamics of adolescents and evidence based curriculums, have the ability to motivate staff to develop creative supplements and tools as a way to increase group participation. The Program Specialist III must have the necessary skills to teach mentoring and behavioral interventions to staff for juveniles receiving case management.

The Program Specialist III coordinates services (including assessments) and assists the Program Manager with a variety of administrative functions, such as program budgets and various reports, for the Community Connection Program. The Program Specialist III also provides assistance to the Program Manager in billing for juvenile services to the localities.

The Program Specialist III must exercise initiative and independent judgment in all phases of work. The Program Specialist III must exercise tact and courtesy in frequent contacts with county officials, court and court service unit personnel, the juvenile and their parents/guardians, and the public while maintaining strict confidentiality.

The Program Specialist III is a full-time position reporting directly to the Program Manager of VJCCA /Community Connection Program. This position will act as the program supervisor and is in charge of the Community Connection Program in the absence of the Program Manager.

ESSENTIAL FUNCTIONS:

- Assess the needs of referred juveniles, delivers appropriate services based on the referral, the assessments, and consultation with the referring agent as needed.
- Responds to routine inquiries about the programs and program services; provide information to parents and juveniles, and provide program information to volunteers and others as appropriate.
- Solicit worksites for community service and follow up on supervision of juveniles while they perform their service.
- Assigns juveniles to appropriate education groups; and facilitate groups as needed
- Schedules and performs substance abuse assessments (SASSI) and other assessments for juveniles, when ordered by the court
- Conducts home, school, and community service visits required to monitor juvenile compliance to program rules, when juvenile caseworkers are not available to do so.
- Installs electronic monitoring equipment, when juvenile caseworkers are not available.
- Assists the program manager with daily coordination of services provided by the Community Connection Program.
- Assists with the maintenance and documentation of expenditures and receivables for approval and the processing and reconciliation of monthly service usage reports and bill preparation for the localities.
- Attends court to provide information concerning juveniles when requested by the judge or court service unit personnel
- Attends training on topics related to juvenile behavior and program management and certifications to administer assessments and screens, such as the Substance Abuse Subtle Screening Inventory (SASSI)
- Attends business related training, such as computer literacy and financial record keeping.
- Performs related work as assigned

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

The position requires a minimum of two years of college in a human services or a related field and two years of professional experience working with adolescents or an equivalent combination of training; and two years of administrative experience in a quasi- management position. Related experience in any of these areas may substitute for the professional experience.

This position requires:

- Possession of a valid driver's license; possess and maintain a driving record that meets established King William County Driving Standards.
- Clearance of background checks through Child Protective Services, FBI and State NCIC and drug screening.
- Must maintain a minimum of liability insurance on personal vehicle, as required by the State of Virginia.
- Must maintain certification for Substance Abuse Subtle Screening Inventory (SASSI)
- Must be able to drive for long periods
- Ability to work beyond normal work schedule - including nights, weekends and holidays as needed.

OTHER POSITION REQUIREMENTS:

- Ability to understand, interpret and convey to others written policies and instructions.
- Ability to plan, schedule, and prioritize work assignments and daily activities and meet required deadlines
- Ability to prepare accurate and detailed reports and maintain up-to-date records. Ability to communicate effectively, both orally and in writing.
- Ability to identify and evaluate unusual situations/behaviors and to take appropriate action while maintaining a calm demeanor and exercising sound judgement even in stressful situations and/or when there is a need to intervene effectively in crises.
- Ability to establish a positive rapport with juveniles and their parents/guardians
- Ability to interact with juveniles in an empathetic yet firm manner, enforcing rules and regulations, as needed.
- Ability to develop, implement and facilitate program specific information to juveniles in a classroom setting, develop homework assignments, and inspire juveniles to develop a personal project based on the knowledge they have obtained and their personal involvement with the juvenile justice system.
- Ability to establish and maintain effective working relationships with co-workers, representatives from other agencies, and the public
- Computer literacy skills with Microsoft Office Suite and Google E-mail
- Basic knowledge of financial record keeping.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All King William County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

**Potential candidates will be required to complete drug testing, driving and background checks.

The foregoing is intended as a general description of job responsibilities and performance expectations and does not constitute a contract for employment between the employee and the County of King William, Virginia.