

LANCASTER COUNTY PRE ADJUDICATION SPECIALIST

NATURE OF WORK

This is human service work in assisting the Director in coordinating the Pre-Adjudication Community Services Program and Operation Tipping Point gang prevention program.

Work involves communicating with law enforcement, probation, legal and detention personnel in order to identify alternative release and placement options for juveniles under County jurisdiction. Work also involves working with Lincoln Police Department as well as community youth based programs to develop and coordinate a youth based gang prevention program to deter gang affiliated crime in the community. General supervision is received from the Human Services Administrator with work reviewed in the form of reports, conferences and results achieved.

EXAMPLES OF WORK PERFORMED

Coordinate Pre Adjudication Community Services for youth who are pending new law violations as directed by the courts to include but not limited to; electronic monitoring, substance abuse testing, supervision of youth, and working with Lincoln Public Schools on care management.

Manage the inventory of electronic monitor equipment and drug testing supplies.

Develop, review and update program policies and procedures with the Director to enhance the overall effectiveness of the Pre Adjudication Community Services Program.

Collect and monitor data outcomes of youth that are being supervised under the program.

Prepare written reports and affidavits to the courts as necessary; attend court hearings for youth involved in program.

Plan, manage and coordinate gang prevention program with Lincoln Police Department and youth based community agencies to help deter youth from gang affiliations.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the juvenile justice system including federal, state and local standards relating to court proceedings, intake procedures and alternatives to detention.

Knowledge of the functions and services of youth programs within the community organizations, related human services, mental health and substance abuse resources to assist helping families access.

Knowledge of sociological, behavioral and cultural factors influencing behavior and attitude of youth in the juvenile justice system

Ability to establish and maintain effective working relationship with adolescents, parents, co-workers, community providers, court personnel and general public.

Ability to work independently and take instruction while able to collaborate on priorities and pending projects.

Ability to use personal computer including basic word processing and a variety of computer software applications.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a four year accredited college or university with major course work in criminal justice, psychology, sociology, social work or related field plus considerable experience in mental health, substance abuse or correctional field including supervisory experience with the ability to manage personnel.

MINIMUM QUALIFICATIONS

Graduation from four year accredited college or university with major course work in criminal justice, psychology, sociology, social work or related field plus experience in mental health, substance abuse or correctional field or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.