



## EMPLOYMENT OPPORTUNITY

# YOUTH SERVICES OFFICER

### SALARY AND BENEFITS

\$18.51-\$24.38 hourly, plus benefits package

### FILING DEADLINE

5:00 p.m., October 25, 2019

### DUTIES AND RESPONSIBILITIES

Under general supervision, the Youth Services Officer is a civilian, non-sworn employee who provides assistance to the Sheriff's office by performing a variety of youth crime prevention and education activities in a multi-agency and collaborative team environment. The Youth Services Officer assists in a collaborative, coordinated approach for the delivery of youth services across Lassen County. This involves working closely with the Lassen County Multi-Agency Prevention and Education Program (PEP), and relevant youth networks, stakeholders, and young people to support the delivery of comprehensive, effective, evidence based services for young people that address current issues and needs. The major duties of this job include:

- Work collaboratively with relevant stakeholders and young people to identify and prioritize current needs, services, and assets that can be built on;
- Work with the PEP personnel and Community stake holders to build a collaborative, coordinated approach to planning and service delivery across the region that takes into consideration the specific needs of Lassen County's youth and other barriers to youth engagement;
- Collaborate with stakeholders and young people to improve effective promotion to young people, parents and the wider community. This is to include appropriate, effective use of social media tools;
- Provide direct prevention education, intervention services, or case management to youth;
- Plan, organize and coordinate prevention activities and presentations including trainings workshops, conferences, luncheons, assemblies and fundraising events;
- Engage and provide technical assistance and training to school personnel, parents, and community members in youth crime prevention programs;
- Compose a variety of correspondence, reports, and other materials requiring independent judgement as to content accuracy and completeness;
- Assist students in accessing community services such as counseling, tutoring, mentoring vocational training and other services that may be to their benefit;
- Gather information and analyze data for the purpose of evaluation and adjusting programs when necessary in accordance with funding program requirements;
- Public contact will require the exercise of tact, diplomacy, good judgment and negotiation skills;
- Assist youth in accessing community services such as counseling, tutoring, mentoring, vocational training, and other services that may be to their benefit;

**MINIMUM QUALIFICATIONS:** Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

***Education:*** High school diploma or equivalent.

***Experience:*** General office, communications, or records management experience is desirable; Experience working with youths is desirable; Experience in teaching or delivering presentations is desirable.

***License:*** Possession of, or ability to obtain, a valid California driver's license.

***Special requirement:*** Must be at least 18 years of age.

## **SELECTION PROCESS**

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

## **HOW TO APPLY**

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. To obtain an official Lassen County Application, visit Personnel at our website at: <http://lassencounty.org>, or visit our application center at the address listed below. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department  
221 South Roop Street Ste. 3  
Susanville, California 96130

☎ (530) 251 -8320 ☎

Opened October 11, 2019

### **☞ GENERAL INFORMATION ☞**

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

Lassen County requires pre-employment drug screening for safety sensitive positions.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.