

# School Based Youth Worker



**Department:** Youth Services

**FLSA Status:** Non-Exempt

**Reports to:** Youth Services Supervisor

**Date:** April 2018

---

## **Position Summary:**

The School Based Youth Worker oversees daily operations of School Court for youth who have been referred by the school. Collaborate with parents, school, and youth to provide an alternative sentencing to school disciplinary actions.

## **Essential Functions:**

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Completes intakes with youth referred
- Prepare respondent file with appropriate paperwork
- Initiate phone calls with parent/guardian to schedule meetings
- Inform school of scheduled meeting
- Complete paperwork with client and parent during intake meeting
- Review respondent intake questionnaire
- Conducts hearings
- Create copies of respondent packets
- Prepare attorney folders, judges binder, and jury room folder
- Supervise youth volunteers and jury
- Review disposition with respondent and parent
- Conducts Exit Meetings
- Complete satisfaction survey with client and parent
- Review exit questionnaire
- Write compliance or non-compliance form
- Inform school of compliance or non-compliance
- Calculate end of month statistics and quarterly reporting
- Serve a liaison between Bauer and referral source
- Provides training to youth volunteers and coordinates month meeting
- Communicate and answer emails and phone calls from School, Supervisor, and youth volunteers
- Support youth volunteers by preparing out case information

## **QUALIFICATIONS:**

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

---

# School Based Youth Worker



## Education/Certification/Licensure:

- Bachelor's degree in human services, sociology, or other related field

## Experience Required:

- 1-2 years previous field experience preferred

## Knowledge and Skills Required:

- Strong connection with the community and ability to maintain positive relationships
- Ability to resolve conflict and difficult situations peacefully
- Excellent communication skills, both written and verbal
- Basic math skills
- Attention to detail
- Organization and time management

## Physical Requirements:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones, and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

## Working Conditions:

- Work is considered sedentary and performed mainly in a pleasant office environment with rare exposure to environmental factors.
- Minimal safety hazards with general office working conditions.
- Travel up to 5-10%.

## INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The Organization reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the Organization in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the Organization. Position descriptions are not intended as and do not create employment contracts. The Organization maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.