

**CITY OF STUART
JOB DESCRIPTION**

Title: YOUTH INTERVENTION COUNSELOR
Department: Police
Job Code: 5060
Grade: 1113
Exempt Status: Exempt

CHARACTERISTIC OF THE CLASS

Under the general supervision of the Police Sergeant, is responsible for the program development for youth intervention. Counsels both clients and parents, who are considered a risk to society for becoming involved in criminal activity, to help reduce the amount of crime that these children may become involved with as they mature. Position involves a great deal of public contact. Work is reviewed verbally and through written reports.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Develops and supervises programs for children in the community identified as at risk of becoming involved in delinquent behavior to assist in their development.
2. Develops, implements, and enforces rules for supervision of children participating in youth center activities.
3. Arranges for transportation for the children to and from the youth center; organizes off-site activities for rewards.
4. Develops and maintains community contacts, and treatment plans.
5. Assists with budget preparation and development.
6. Counsels clients and parents; meets with other significant authorities in the child's life such as teachers and other counselors.
7. Prepares and maintains reports, documents, letters, grant proposals and case files for the Youth Intervention Program.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

Bachelor's Degree in counseling, psychology, or related field from an accredited college or university. Master's Degree preferred.

Possession of a valid Florida Drivers License as required for the position.

B. Knowledge, Abilities and Skills:

Knowledge of counseling laws, practices and procedures.

Knowledge of child behavioral matters and proper procedures.

Knowledge of research techniques and report preparation.

Ability to establish and maintain effective working relationships with officials, peers, clients and the general public.

Ability to understand, interpret and explain rules governing desired behavior.

Skilled in the operation of modern office equipment.

Skilled in the operation of motorized vehicles under adverse conditions.

C. Physical Requirements:

Task involves regular and at times, sustained performance of physical effort such as walking over rough or uneven surfaces, standing, sitting, stooping, reaching, pulling, pushing, stretching, bending, kneeling, or frequent light lifting (30+ pounds); or standard dexterity in the use of fingers, limbs, or body in the operation of vehicles, shop or office equipment.

D. Environmental Requirements:

Task may require frequent exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires visual perception and discrimination.

Task requires oral communications ability.

Task requires color perception and discrimination.

Task requires depth communications ability.

Task requires odor perception and discrimination.

Task requires hearing perception and discrimination.

Youth Intervention Counselor - continued

Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Police Chief

Received by: _____ Date: _____
Employee