ANNOUNCEMENT NUMBER: 00296

JOB TITLE: Youth Service Specialist

DEPARTMENT: Protective Services for Children and Adults
TRIAD/Intake Diversion

HOURS: 11:00 p.m. – 7:00 a.m.
Wednesday – Sunday

SALARY: Bachelor’s Degree: $3,010.80 - $3,421.80 Month
Master’s Degree: $3,312.47 - $3,764.80 Month
Plus Mileage Reimbursement
Based On 26 Pay Periods

POSITION DESCRIPTION: Under the direction of the Kinder Shelter/TRIAD Intake Shift Supervisor, the Youth Service Specialist provides crisis intervention, counseling, information and referral, and case management to adolescents and families seeking service on the overnight shift.

- Acts as a liaison between Harris County Protective Services and law enforcement, Texas Department of Family and Protective Services (TDFPS), and the Juvenile Probation Department.
- Provides intervention and short-term crisis counseling to the families of youth referred by law enforcement, family, self, or community.
- Completes a screening and family assessment to determine risk of further involvement in the criminal justice/child welfare systems through interview of youth, family members, law enforcement, and other professionals.
- Refers families for social services and other community resources as appropriate.
- Works as a team member in the delivery of services.
- Maintains close communication with unit supervisor, staff, other professionals, and agency and community resources.
- Completes EVOLV data entry and case files for assigned cases as required.
- Provides telephone counseling.
- Attends staff training/meetings, team meetings.
- Other duties as assigned.

REQUIREMENTS:

- Bachelor degree majoring in psychology, sociology, social work, criminal justice or other behavioral or social science.
• One (1) year experience, to include crisis intervention, working with youth and their families in a youth service agency in an institutional, counseling or social service setting.
• Good knowledge and thorough understanding of adolescent problems and stages of development.
• Basic computer skills including proficiency in Microsoft Office programs.
• Excellent casework and documentation skills.
• Ability to prepare and maintain reports.
• Ability to communicate clearly, both orally and in written form.
• Ability to work independently with minimal direction.
• Ability to understand and follow specific instructions and procedures.
• Understanding of the importance of confidential information and ability to handle such information in an appropriate manner.
• Ability to interact with staff, law enforcement, juvenile probation, state agencies and concerned parents in a tactful and diplomatic manner.
• A valid driver's license (Texas upon hire).

PREFERENCES:

• Master's degree in a Behavioral or Social Science field.
• Experience working with Harris County Protective Services for Children and Adults, TDFPS, a Juvenile Probation Department or a Mental Health Mental Retardation Authority operating in Texas.
• Knowledge of the Juvenile Justice System and/or Texas Department of Family and Protective Services.
• Knowledge of Harris County community resources.
• Bilingual in Spanish or Vietnamese

HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY
CLOSING DATE: Open Until Filled

UPON RECEIVING A CONDITIONAL OFFER OF EMPLOYMENT, ALL APPLICANTS ARE SCREENED FOR THE PRESENCE OF ILLEGAL DRUGS