

YES
(Youth Enrichment Services)
Position Description

September 2023

FLSA Status: Non-Exempt

Position Title: Juvenile Justice Intervention Specialist

Essential Job Functions

- Mentor, monitor and supervise pre-adjudicated youth awaiting court hearing.
- Conduct school visits and promote school attendance, good grades, and positive behavior.
- Conduct home visits and promote parental guidelines for youth.
- Attend court hearings upon request.
- Establish daily contact with all clients on caseload.
- Establish and maintain working relationships with personnel in Probation and Juvenile Court System.
- Communicate with clients' families in an effective manner.
- Encourage clients with positive alternatives to reduce recidivism and negative behavior.
- Encourage establishment and enforcement of curfew requirements of clients.
- Expose clients to cultural and recreational activities.
- Available for on-call rotation schedule.
- Promote the goals and objectives of Youth Enrichment Services.
- Must meet reporting deadlines on case files.
- Support gender-specific programming.
- Connect youth to Mentoring Partnerships programming.
- Perform other duties as assigned.

Education/Certifications

- Bachelor's Degree in Criminal Justice or Associate Degree and commensurate relative experience.
- Current Pennsylvania Act 33/34 Clearances.
- Must have current valid driver's license and available transportation.

Experience/Minimum Requirements

- Two to three years of experience working with at-risk youth.

Other Skills/Abilities

- Familiarity with computer database and word processing packages.
- Ability to write comprehensive and thorough case notes.
- Flexibility in schedule and approach.
- Ability to exercise good judgment.
- Be a positive influence to client youth.

Working Conditions

Generally works in an office setting with no exposure to adverse environmental conditions. Will be required to travel locally to schools, courts, and client homes.

Compensation

- Compensation is commensurate with experience

COVID-19 Policies

Applicants should be able to interface with the public under COVID-19 protocols.

Application Requirements

Please review our website (www.yespgh.org) and submit your resume, a letter detailing your ability to fulfill the job expectations, and three professional references to dljones@yespgh.org.

Timeline

Role will begin in September as a full-time position (or as soon as the position is filled). Onboarding and other training may begin earlier as schedules allow.