



JOB DESCRIPTION

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| JOB TITLE: | Community Service Worker | FLSA: | Non-Exempt |
| DEPARTMENT: | Juvenile Probation | GRADE: | \$16.00/Hour |
| REPORTS TO: | Chief Juvenile Probation Officer | DATE: | 08/18/2017 |

SUMMARY OF JOB PURPOSE:

Responsible for coordinating and providing programs designated by the Court including but not limited to community service, restitution, and other duties as assigned.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Schedules and supervises the conduct of Court designated community service.
- Schedules and supervises participants in programs as designated by the Court and/or Lyon County Juvenile Probation (e.g., community service).
- Ensures all youth assigned to community service adhere to work programs rules and supervisor directives.
- Communicates any participant welfare or behavior concerns through written documentation to Supervisor.
- Assists in training and developing staff to supervise the Community Service Work Program activities.
- Adheres to program guidelines, department policies, procedures and stays current with changes in programs related to the Community service Work Program/JPO.
- Participates in in-service training to update skills and learn techniques for dealing with various clients.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Maintains driver log; if required, lists participant name, address and other information for each trip.
- Inspects vehicle to ensure that it is in a clean and in operable condition; completes inspection paperwork/checklist; reports the need for service or repair; ensures that vehicles are scheduled for routine maintenance as required.
- Washes and cleans the interior of the vehicle; fuels the vehicle.
- Drives vehicle to and from various locations, following a pre-established schedule or on an on-call basis; adjusts schedules as required.
- Ensures adequate inventory of supplies and equipment; maintains equipment in a safe and operable manner.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



COMMUNITY SERVICE WORKER

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Equivalent to a High School diploma or GED; AND two (2) years of law enforcement/security experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Safety and security policies and procedures.
- Laws, rules and regulations for operating a motor vehicle in the state of Nevada.
- County geography.
- General working knowledge of hand tools and how to safely use them.
- First aid and basic CPR methods.
- Standard office practices and procedures, including records management.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Working without close supervision in standard work situations.
- Determining proper course of action under emergency conditions.
- Coping with adverse situations firmly, courteously and with respect for individual rights.
- Dealing effectively with at-risk youth.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing effectively with disabled individuals and others needing special assistance.
- Maintaining accurate records of work performed.
- Writing detailed and accurate reports.
- Understanding and following oral and written directions.
- Driving a vehicle skillfully and safely.



COMMUNITY SERVICE WORKER

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Driver's License.
- First Aid and CPR training/certification within three (3) months of date of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a transportation setting and operate a motor vehicle; strength and agility to lift materials weighing up to 50 pounds; stamina to sit for extended periods of time; vision to read printed materials; hearing and speech to communicate in person or over the telephone.

Work is subject to performance under exposure to extensive travel, bodily fluids, fumes, gases, noise and chemicals.