

EDITED TASK LISTING

CLASSIFICATION: CASEWORK SPECIALIST, YOUTH AUTHORITY

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Perform intensive individual casework services, group work counseling and psychotherapy to assist with the behavioral stabilization and support of youthful offenders using Department approved interventions and strategies, on a daily basis.
2.	Interview youthful offenders to compile biopsychosocial information utilizing motivational interviewing techniques or other Department adopted techniques, as needed.
3.	Collaborate with the Inter-disciplinary Treatment Team (e.g., mental health, medical, education, custody, family, etc.) to make diagnostic formulations using risk assessments to identify criminogenic factors, as needed.
4.	Interpret and communicate the social/therapeutic aspects of mental/emotional disturbances and delinquency to educate parents, relatives, parole officers, probation officers and other stakeholders interested in the welfare of youthful offenders using case management processes, as required.
5.	Assign youthful offenders to program activities (e.g., individual counseling, therapeutic interventions, etc.) to ensure programming is based on their criminogenic risk/needs assessment, strengths and responsivity needs using staff observations, Inter-disciplinary Treatment Team input and departmental assessments, as needed.
6.	Provide other staff and stakeholders with the diagnosis and treatment processes of youthful offenders to promote accountability and ensure consistency using the principles of the Integrated Behavior Treatment Model (IBTM), as needed.
7.	Analyze information from the Inter-disciplinary Treatment Team to document youthful offender conduct and progress towards short and long term goals using verbal, electronic and written information/documentation, on an ongoing basis.
8.	Collaborate with social service agencies, Re-entry Specialist and families to develop and implement a re-entry plan based on the youthful offender's risks, strengths, needs and resources using the re-entry plan and available community resources, as needed.
9.	Complete all notification and registration requirements to ensure the appropriate jurisdictions are notified using departmental forms and procedures, as needed.
10.	Facilitate case conferences to discuss and monitor the youthful offender's progress using short and long term goals, action steps and treatment progress and identify stage of change as required.
11.	Review written reports from Youth Correctional Counselors (YCC) to ensure compliance with IBTM using standardized case management principles incorporating treatment team progress notes, education, mental health and medical information as needed.
12.	Review YCC's casework documentation to ensure notes are in compliance with established case plan goals and objectives using departmental policy, on a weekly basis.
13.	Present reports (e.g., Annual Review, Discharge Consideration Hearing, Transfer Summary, etc.) to provide information to appropriate stakeholders and counties of commitment using departmental policies and procedures, as required.

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14.	Participate in research projects to provide documentation and information using communication skills, as directed.
15.	Supervise graduate social work students during field placements to effectively train students using departmental and educational policies and procedures, as needed.
16.	Act as lead person to fill the absence of the Supervising Casework Specialist using effective leadership skills and duty statements, as needed.
17.	Utilize Behavior Management System including Reinforcement System, Level System and Disciplinary Decision Making System, as required.
18.	Consult with the SYCC on the casework services being performed by YCC to ensure completion of casework using casework schedules and Program Service Day (PSD) schedules, as needed.
19.	Advise the SYCC on the casework services being performed by YCC to provide information and facilitate decision making using departmental policies and procedures, as needed.
20.	Prepare reports (e.g., verbal, written, statistical, etc.) to record and provide information using written and electronic documents, as needed.
21.	Train staff and participants using departmental policies, procedures and approved curriculum, as needed.
22.	Participate as an integral member at meetings, committees and conferences to provide information and insight using social work theories and practices, as needed.
23.	Identify casework and program assignment decisions on assigned youthful offender cases to ensure appropriate programming using risk, need and responsivity tools, as needed.
24.	Collaborate with County Probation Departments to develop discharge plans for prospective probationers using departmental approved assessment instruments, as required.
25.	Present treatment information for hearings, case conferences, individual education programs and student consultation team meetings to provide information to appropriate stakeholders using pertinent case file information, as needed.
26.	Maintain institutional and workplace order to ensure safety and security using departmental policies and procedures, as required.
27.	Supervise the conduct of persons committed to the Division of Juvenile Justice to maintain safety and security using departmental policies and procedures, as required.
28.	Prevent escapes and injury by youthful offenders to themselves or others by maintaining safety and security using departmental policies and procedures, as required.
29.	Maintain working conditions to ensure safety and security using departmental policies and procedures, as required.
30.	Inspect premises to maintain safety and security using departmental policies and procedures, as required.

Tasks highlighted in bold text are not currently on the SPB classification specification

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31.	Search youthful offenders and visitors to ensure contraband, such as weapons and/or illegal drugs are not present using departmental policies and procedures, as required.
32.	Wear and maintain safety equipment to ensure safety and security using departmental policies and procedures, as required.
33.	Respond to emergencies using appropriate level of intervention or force to maintain safety and security using departmental policies and procedures, as required.
34.	Develop and update the Crisis Intervention Plan (CIP) to ensure effective dissemination of youthful offender's critical information using electronic documentation and filing, as required.