

EDITED TASK LISTING

CLASSIFICATION: Parole Agent II, Youth Authority (Specialist)

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

| Task Statements | |
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| 1. | Recommends and provides training on re-entry issues for discharge to the treatment team staff to increase their knowledge of re-entry functions using various resources (e.g., re-entry planning documents, etc) in accordance with the rules, laws/regulations, Division of Juvenile Justice (DJJ) policy, and procedures. |
| 2. | Participates in and facilitates training to increase knowledge and skills related to the principles of the Integrated Behavior Treatment Model (IBTM) and re-entry planning in accordance with DJJ policy and procedures. |
| 3. | Completes on the job training, and provides coaching of facility staff to increase knowledge and skills related to the principles of the Integrated Behavior Treatment Model (IBTM) and re-entry planning in accordance with DJJ policy and procedures. |
| 4. | Monitors and participates with the multi-disciplinary team to create a re-entry plan incorporating risk/needs by utilizing the rehabilitative model for successful integration to the community in accordance with DJJ policy and procedures. |
| 5. | Provides support and technical assistance to facility staff to ensure youth are appropriately placed according to the California Youth Assessment Screening Instrument (CA-YASI) risk level in accordance with DJJ policy and procedures. |
| 6. | Monitors the progress of the case plan to identify and address the youth's re-entry needs by utilizing the principles of the IBTM model in accordance with DJJ policy and procedures. |
| 7. | Reviews the risk/needs assessment of the youth to develop a re-entry plan that incorporates the youth's experience and training received (e.g., education/employment/financial resources, etc.) utilizing the principles of the IBTM model in accordance with DJJ policy and procedures. |
| 8. | Operates a state vehicle when attending/facilitating meetings/trainings to disseminate information relevant to DJJ programs and/or acting as a liaison between law enforcement and public agencies in accordance with the DJJ policy and procedures. |
| 9. | Serves as a resource specialist to develop and maintain contacts for appropriate program utilization, integration, and accessibility by utilizing community based providers and programs in accordance with the rules, laws, and regulations, DJJ policy and procedures. |
| 10. | Collaborates with internal and external stakeholders involved in the development of the re-entry plan to assist/develop a youth's continued community treatment needs (e.g., counseling, medication, health services, etc.) by utilizing community based providers and programs in accordance with the rules, laws, and regulations, DJJ policy and procedures. |
| 11. | Provides mandated information (e.g., current location, pending release, community adjustment, etc.) regarding youth to appropriate family members, law enforcement, state and county agencies by providing written documentation in accordance with the rules, laws, and regulations, DJJ policy and procedures. |
| 12. | Develops materials and provides overviews for internal and external stakeholders by incorporating the principles of the IBTM model and re-entry planning in accordance with the laws and regulations, DJJ policy and procedures. |

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

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| 13. | Serves as a resource specialist to assist the multi-disciplinary team and youth with employment/vocational resources by utilizing established resources in the community in accordance with the laws and regulations, DJJ policy and procedures. |
| 14. | Collaborates and monitors the progress of the youth's re-entry needs to finalize all resources by incorporating the information into the youth's re-entry plan (e.g., employment/educational resources etc.) in accordance with DJJ policy and procedures. |
| 15. | Collaborates and works with the multi-disciplinary team, state and county agencies on specialized or high need cases to successfully integrate youth to the community (e.g., former foster youth, homeless, mental health, etc.) utilizing available resources in accordance with the rules, laws and regulations, DJJ policy and procedures. |
| 16. | Educates family/support system of the youth to inform them of the re-entry process when discharged to the community by utilizing motivational interviewing techniques in accordance with DJJ policy and procedures. |
| 17. | Promotes and facilitates participation between youth, families, state and county agencies in order to improve relationships by utilizing video conferencing, facility visits, telephone conversations, face to face contacts, etc. in accordance with the laws and regulations, DJJ procedures, as required. |
| 18. | Attends mandated training to keep informed of new policies and standards of the DJJ and Juvenile Parole Board (JPB) and maintain proficiency utilizing on the job training, in-service training, videos, bulletins/lectures, etc., in accordance with the laws and regulations, DJJ policy and procedures, as required. |
| 19. | Assist with re-integration into the community by assessing/determining the needs of youth and providing/referring them to appropriate community resources/services (e.g., mental health, substance abuse, education/vocational/employment programs, etc.) in accordance with the laws and regulations, DJJ policy and procedures. |
| 20. | Serves as a member of a statewide multi-disciplinary training team to support the DJJ rehabilitative model including policy development, training, coaching, and mentoring DJJ staff in accordance with the laws and regulations, DJJ policy and procedures. |
| 21. | Provides training and/or recommends appropriate training to the multi-disciplinary team, internal and external stakeholders to increase their knowledge of DJJ rehabilitative model in accordance with the laws and regulations, DJJ policy and procedures. |
| 22. | Attends and participates in Annual Reviews and Discharge Consideration Hearings to disseminate critical needs for re-entry by utilizing case history, educational transcripts etc., in accordance with the laws and regulations, DJJ policy and procedures. |
| 23. | Identifies and documents youth's critical needs and special accommodations by utilizing case history reviews, personal observations, and self disclosure in accordance with the American Disability Act (ADA), the laws and regulations, DJJ policy and procedures. |
| 24. | Serves as a resource specialist to ensure appropriate program utilization, and integration within the existing structure by utilizing outside contractors in accordance with the laws and regulations, DJJ policy and procedures. |

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| 25. | Acts as liaison and provides support for the multi-disciplinary team in critical needs cases involving Interstate Compact to ensure cases meet transfer criteria and timeline factors, by utilizing case history in accordance with the laws and regulations, DJJ policy and procedures. |
| 26. | Performs lead-person responsibilities under the direction or approval of the supervisor to ensure proper operational needs of the unit in accordance with the laws and regulations, DJJ policy and procedures. |
| 27. | Provides and disseminates family re-entry surveys to the multi-disciplinary team for the inclusion in case history development in accordance with the laws and regulations, DJJ policy and procedures. |
| 28. | Prepares computer generated reports (e.g., Youth Integrated Re-Entry Assessment/Plan, etc.) within appropriate time frames to produce and provide required information regarding critical factors for re-entry and continuum of care for release in accordance with the laws and regulations, DJJ policy and procedures. |
| 29. | Maintains Department issued safety equipment and proficiency (i.e. mechanical restraints, vehicle, soft body armor, etc.) to ensure proper function by checking condition for proper working order, and schedule maintenance services in accordance with the laws and regulations, DJJ policy and procedures. |
| 30. | Promotes a safe and healthy environment in the office and community by identifying unsafe work practices and potential risk hazards through observations, inspections and bringing concerns to the attention of a supervisor, Health and Safety Officer or appropriate community liaisons as needed in accordance with the laws and regulations, DJJ policy and procedures. |
| 31. | Ensures confidentiality of sensitive information by reviewing and olsonizing reports in accordance with the laws and regulations, DJJ policy and procedures. |
| 32. | Attends and participates in case conference to review, monitor, update and finalize the critical case factors and re-entry needs utilizing case history in accordance with the laws and regulations, DJJ policy and procedures. |