

## EDITED KSAPC LISTING

CLASSIFICATION: Supervising Casework Specialist, Youth Authority

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

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Comprehensive knowledge of principles, procedures, techniques, trends, and literature of social work, with particular reference to casework and group work methods to provide guidance and assist in program development.
K2.	Comprehensive knowledge of purposes, scope, and operation of correctional institutions with particular reference to institutional programs for youthful offenders to maintain a safe environment for the delivery of treatment services.
K3.	Advanced knowledge of the underlying causes, nature, and results of delinquency to deliver effective therapeutic interventions in an effort to reduce recidivism.
K4.	Advanced knowledge of characteristics and social aspects of mental and emotional disturbances and mental deficiency to provide effective therapeutic interventions in an effort to reduce recidivism.
K5.	Comprehensive knowledge of normal and abnormal psychology and its application to the problems of delinquency to provide effective therapeutic interventions in an effort to reduce recidivism.
K6.	Comprehensive knowledge of research methods as applied to social work to implement evidence based treatment programs, identify resources and provide staff training.
K7.	Comprehensive knowledge of principles and practices of Integrated Behavior Treatment Model to effectively supervise and manage staff.
K8.	Comprehensive knowledge of a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment to ensure that it is free of discrimination and harassment.

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Supervise the application of casework and group work methods and techniques to assist with the diagnosis and treatment of the Department of Juvenile Justice youthful offenders.
A2.	Perform and supervise research studies to evaluate evidence based programs for effectiveness.
A3.	Supervise others, evaluate their work, and give in-service training to promote staff development.
A4.	Establish and maintain effective working relationships with those in the workplace in order to maintain a safe and healthy work environment.
A5.	Secure accurate social data and record such data systematically to document information and create reports.
A6.	Write clear, accurate and concise reports to provide information and/or documentation.
A7.	Interpret statistical data to understand and disseminate necessary information.
A8.	Give field work training to social work students to assist in meeting their education and practicum (internship) requirements.
A9.	Analyze situations accurately and adopt an effective course of action to complete assignments and maintain the safety and security of the institution.
A10.	Communicate effectively (e.g., verbal, written and electronic) with individuals and/or groups to provide information, instruction/direction and maintain effective working relationships.
A11.	Effectively promote equal opportunity in employment and maintain a work environment to ensure that it is free of discrimination and harassment.

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<b>Personal Characteristics:</b>	
PC1.	An objective and empathetic understanding of the problems of youthful offenders to effectively rehabilitate.
PC2.	Tolerance when interacting with youthful offenders and others to promote a positive environment.
PC3.	Tact when interacting with youthful offenders and others to promote a respectful environment.
PC4.	Patience when interacting with youthful offenders and others to promote a calm environment.
PC5.	Emotional stability, maturity and integrity when interacting with youthful offenders to be resourceful and effectively solve problems while under stress.
PC6.	Maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of youthful offenders.