

YOUTH OUTREACH WORKER

Code No.: 6-25-012

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level position within a town Youth Bureau involving the recruitment of youth into the Youth Services program. The employee assists youth through the planning and conducting of program activities and provides short-term crisis intervention to area youth with behavioral, family, drug, or other problems. Working hours may include evenings and weekends. Employees of this class work under the direct supervision of a Youth Coordinator. No supervision is exercised. Does related work as required.

TYPICAL WORK ACTIVITIES:

Recruits area youth into the Youth Service program;

Makes youth service programs accessible and visible to area youth by frequenting youth centers, gathering locations (i.e. shopping malls, street corners), area schools and town youth service satellite locations;

Provides immediate short-term crisis intervention for troubled clients;

Identifies problems and assesses needs of area youth then subsequently makes referral to appropriate Youth Referral Counselor or outside agency;

Attends workshops to acquire new youth-oriented activities, youth counseling and communications skills;

Assists in developing and planning youth-oriented activities and programs;

Assists Youth Referral Counselors in counseling clients to determine cause and possible solutions to existing problems, and methods of writing problems;

Attends staff meetings; shares information learned through workshops;

Maintains daily and monthly records of client contacts, calls, appointments and status of each client.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of appropriate community and public service agencies available for job referrals and for assistance in problem solving; working knowledge of techniques and procedures for effective counseling; skill in conducting group activities; skill in identifying and referring emotionally troubled youth; ability to provide support in planning youth programs; ability to maintain simple records; ability to prepare basic reports regarding agency functions; ability to communicate effectively with professionals, youth, parents, and staff; ability to maintain control under difficult or unusual circumstances; tact; courtesy; initiative; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school

equivalency diploma, plus EITHER:

- (A) Three (3) years experience in youth service work or counseling; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree (or 60 credit hours) that includes at least 18 credit hours in either social work, sociology, psychology, police science, nursing or similar human services field; and shall have included field work experience in a human services area or three months work experience in a human service organization; OR,
- (C) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree and eighteen (18) credit hours in areas of Social Work, Criminal Justice, Human Services, Community Services, Sociology, Psychology, Police Sciences, Nursing or Recreation.

SPECIAL REQUIREMENTS:

At the time of appointment, some jurisdictions may require possession of a Class *5* Operator's license and access to a motor vehicle to use during working hours.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: January 8, 1981
REVISED: January 20, 1983
REVISED: July 23, 1987