

CLASS SPECIFICATION FOR  
**Detention Outreach Coordinator**

**GENERAL STATEMENT OF DUTIES:** Coordinates the activities of Juvenile Detention's outreach program and supervises program staff; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The employee in this class coordinates the activities of Juvenile Detention's outreach program, which provides intensive monitoring of children placed on home confinement by the court. The incumbent supervises program staff, assigning and following up on outreach cases, and serves as liaison between the program and the various community resources and agencies who serve or have authority over the program's clients. The employee maintains only a limited caseload of outreach cases, spending most work hours on program development and implementation and staff supervision. In the absence of the Outreach Workers, however, the incumbent fills in to ensure coverage of regular active cases. Receives general supervision and guidance from a Detention Home Assistant Superintendent.

**EXAMPLES OF WORK** (illustrative only):

- Oversees and coordinates the outreach program, which monitors children placed on home confinement by the court;
- Selects, trains, assigns, supervises and evaluates Detention Outreach Workers;
- Maintains an abbreviated outreach program caseload;
- Serves as program's liaison with the courts, schools, social services, community mental health/mental retardation and other service agencies;
- Reviews outreach cases and advises staff as mandated by State standards;
- Maintains records and reports data to the mandated State agencies;
- Recruits, trains, assigns and monitors program volunteers;
- Monitors and schedules recreation, transportation and communications for the program;
- Supervises cases placed in detention for post-disposition program;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of the principles and practices of casework supervision; good knowledge of behavioral science principles relating to child welfare and group work; good knowledge of counseling and social work principles and practices, with particular reference to the problems of socially and emotionally maladjusted children; skill in counseling; good case management skills; ability to make and implement case decisions; ability to effectively supervise; ability to understand and interpret regulations and laws; good organizational and planning skills and the ability to effectively implement planned programs and ideas; good oral and written communications skills; good record-keeping and case-documentation skills; ability to establish and maintain effective working relationships with County and State officials, staff, outside agencies and community resources and the public.

**MINIMUM EDUCATION AND EXPERIENCE:** Possession of a bachelor's degree in criminal or juvenile justice, social work or a related behavioral science degree and three (3) years of court service, social service, detention or related experience working with children or teenagers, preferably also including some supervisory experience; OR, any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENT:** Possession of a valid driver's license issued by the State of Virginia.