

HARRIS COUNTY, TEXAS

Human Resources & Risk Management
1310 Prairie - Suite 170
Houston, Texas 77002-2021
Phone: (713) 755-3030 Fax: (713) 755-8869

Employment & Training (713) 755-5250
Benefits & Compensation (713) 755-5117
Risk Management & Safety (713) 755-8740
Hearing Impaired (713) 755-6870

ANNOUNCEMENT NUMBER: 00297

JOB TITLE: Youth Service Specialist -- Bilingual
DEPARTMENT: Protective Services for Children and Adults
TRIAD/Intake Diversion
HOURS: 3:00 p.m. – 11:00 p.m.
Thursday -- Monday
SALARY: Bachelor's Degree: \$3,010.80 - \$3, 421.80 Month
Master's Degree: \$3,312.47 - \$3,764.80 Month
Plus Mileage Reimbursement
Based On 26 Pay Periods

POSITION DESCRIPTION: Under the direction of the Kinder Shelter/TRIAD Intake Shift Supervisor, the Youth Service Specialist provides crisis intervention, counseling, information and referral, and case management to adolescents and families seeking service on the evening shift.

- Acts as a liaison between Harris County Protective Services and law enforcement, Texas Department of Family and Protective Services (TDFPS), and the Juvenile Probation Department.
- Provides intervention and short-term crisis counseling to the families of youth referred by law enforcement, family, self, or community.
- Completes a screening and family assessment to determine risk of further involvement in the criminal justice/child welfare systems through interview of youth, family members, law enforcement, and other professionals.
- Refers families for social services and other community resources as appropriate.
- Works as a team member in the delivery of services.
- Maintains close communication with unit supervisor, staff, other professionals, and agency and community resources.
- Completes EVOLV data entry and case files for assigned cases as required.
- Provides telephone counseling
- Attends staff training/meetings, team meetings.
- Other duties as assigned.

REQUIREMENTS:

- Bachelor degree majoring in psychology, sociology, social work, criminal justice or other behavioral or social science.

- One (1) year experience, to include crisis intervention, working with youth and their families in a youth service agency in an institutional, counseling or social service setting.
- Good knowledge and thorough understanding of adolescent problems and stages of development.
- Basic computer skills including proficiency in Microsoft Office programs.
- Excellent casework and documentation skills.
- Ability to prepare and maintain reports.
- Ability to communicate clearly, both orally and in written form.
- Ability to work independently with minimal direction.
- Ability to understand and follow specific instructions and procedures.
- Understanding of the importance of confidential information and ability to handle such information in an appropriate manner.
- Ability to interact with staff, law enforcement, juvenile probation, state agencies and concerned parents in a tactful and diplomatic manner.
- A valid driver's license (Texas upon hire).
- Bilingual in Spanish or Vietnamese.

PREFERENCES:

- Master's degree in a Behavioral or Social Science field.
- Experience working with Harris County Protective Services for Children and Adults, TDFPS, a Juvenile Probation Department or a Mental Health Mental Retardation Authority operating in Texas.
- Knowledge of the Juvenile Justice System and/or Texas Department of Family and Protective Services.
- Knowledge of Harris County community resources.

HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY

CLOSING DATE: Open Until Filled

APPLY AT: <http://www.harriscountytexas.gov/hrrm/employment.aspx>

UPON RECEIVING A CONDITIONAL OFFER OF EMPLOYMENT, ALL APPLICANTS ARE SCREENED FOR THE PRESENCE OF ILLEGAL DRUGS