NORTH DAKOTA
CLASS DESCRIPTION
ND Human Resource Management Services
Phone: (701) 328-3290

Class Codes: 4301
4302
4303

JUVENILE CORRECTIONS TECHNICIAN/SPECIALIST

SCOPE OF WORK:

Work involves providing case management services for juvenile offenders under the jurisdiction of the Division of Juvenile Services.

DUTIES PERFORMED AT ALL LEVELS:

- Develop and maintain professional working relationships with the courts, social service agencies, human service centers, and other relevant agencies within the community.
- Compile and analyze information to assess the needs of youth.
- Develop, implement, and monitor individual treatment programs.
- Arrange, facilitate, and monitor placements.
- Provide community-based correction services to youth through Community Placement Agreement and the Treatment and Rehabilitation Plan.
- Provide follow up to emergency services to youth and family; provide appropriate follow-up if necessary.
- Assess need for individual, family, and group counseling referrals and coordinate with service providers.
- Testify in court advocating in the best interest of the youth and work with concerned parties during the hearing process.
- Prepare documents and maintain files to complete case documentation required by the central office, court, county social services, and other agencies involved in the youth program.
- Complete time logs as part of targeted case management.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

JUVENILE CORRECTIONS TECHNICIAN   4301
Grade J

LEVEL DEFINITION:

Work is performed under close supervision, training, and mentoring.

Class Code: 4301
      4302
      4303

ND Class Description
Juvenile Corrections Technician/Specialist

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in social work, psychology, counseling, sociology, criminal justice, juvenile justice, or other closely related field.

JUVENILE CORRECTIONS SPECIALIST   4302
Grade L

LEVEL DEFINITION:

Work at this level is considered fully functioning and is performed under general supervision.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Function as a community liaison for the Division of Juvenile Services.
- Provide crisis intervention and emergency services to youth and family; on existing case load as well as those cases supervised by the technician position.
- Provide guidance to technician regarding daily operational decisions

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in social work, psychology, counseling, sociology, criminal justice, juvenile justice, or other closely related field and two years of work experience providing for the treatment and rehabilitation needs of delinquent adolescents. A master's degree in one of the above fields may substitute for one year of the work experience requirement.

SENIOR JUVENILE CORRECTIONS SPECIALIST   4303
Grade M

LEVEL DEFINITION:

Work involves performing complex case management and coordination of regional office or activities.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Provide training and mentoring to staff.
- Manage caseload of the most complex, intense, and unusual cases.
- Hire, supervise, and evaluate regional administrative staff.
- Conduct quality assurance measures including annual statewide file audits and

reviewing cases.

- Serve as a statewide liaison to ensure cooperative efforts in providing services to juveniles.
- Provide input regarding service needs of the division.
- In the absence of the Deputy Director, may be designated as the acting Deputy Director.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in social work, psychology, counseling, sociology, criminal justice, juvenile justice, or closely related field and three years of work experience as a Juvenile Corrections Specialist. A master's degree in one of the above fields may substitute for one year of the work experience requirement.

Eff. Date: 7/98
Rev: 12/00 – Changed from class code 4127 and added two additional levels
Rev: 5/01 – Updated minimum qualifications
Rev: 1/09 – Updated duties, scope of work, minimum qualifications and reviewed and updated factoring.
Rev: 7/12 – Conversion to Hay System