

PROGRAM SPECIALIST (COMMUNITY SERVICE PROBATION)

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the Director of Program Development I (Community Service Program), this class is responsible for the development of community service jobs throughout the County, the screening and interviewing of prospective community service program participants, the placement of program participants in community service jobs, and the monitoring of the performance of community service program participants. An incumbent of this position must possess good writing and oral communications skills essential to the responsibilities of liaison with the community, probation, and other criminal justice system personnel. In addition, flexible work hours including evenings and weekends will be required. Supervision is not normally a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Reviews court records for purposes of identifying potential community service candidates;

Reviews criminal records for purposes of determining program eligibility;

Contacts community organizations and agencies to secure community service jobs and to place eligible offenders with agencies/organizations to perform community service;

Makes regular site visits to community service work sites to monitor program participants and talk with agency/organization personnel;

Makes regular reports regarding placements and performance to the Director of Program Development (Community Service Programs).

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the county criminal justice system; good knowledge of community organization and agencies within Westchester County; good knowledge of program policies and procedures; ability to communicate effectively both in writing and orally; ability to relate well with offenders, community groups, and criminal justice system personnel in order to secure their cooperation; ambitious; flexible; imaginative; creative; resourceful; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either (a) three years of experience in social work, probation, counseling, teaching social or psychological research or a related field, or (b) a Master's Degree* in social work or related behavioral or human resources discipline and two years of experience specified in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J. C.: Competitive
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Job Class Code: C0246
Job Group: X