

EDITED TASK LISTING

CLASSIFICATION: Supervising Casework Specialist I, Youth Authority

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Supervise casework staff in a Juvenile Justice facility in the development of a comprehensive social assessment using various resources (e.g., Integrated Behavior Treatment Model [IBTM], Departmental policies, procedures and protocols, legislative mandates, etc.) as needed.
2.	Supervise casework staff and Senior Youth Correctional Counselors (SYCC) in a Juvenile Justice facility to develop a comprehensive treatment plan and goals using various resources (e.g., IBTM, Departmental policies, procedures and protocols, legislative mandates, etc.) as needed.
3.	Communicate expectations that staff utilize skills consistent with IBTM in order to effectively provide treatment to youth using various skills set (e.g., cognitive behavior interventions, strength-based approaches with positive reinforcement, motivational interviewing, and identifying youth's progress) as needed.
4.	Assign cases to Casework Specialists to provide treatment services to Youthful Offenders using (e.g., IBTM, Departmental policies, procedures and protocols, legislative mandates, California Code of Regulations Title 15 [CCR Title 15], etc.) as needed.
5.	Maintain adherence to casework policies of the Department to produce direct clinical services/programs utilizing IBTM, welfare and institution codes, CCR Title 15, legislative mandates, Departmental protocols, etc. as required.
6.	Conduct staff meetings to enhance communication amongst inter-disciplinary staff, inform staff of current policies/procedures, and address issues using various resources (e.g., agendas, administrative memorandum, In-Service Training [IST], On-the-Job Training [OJT], etc.) on a weekly basis.
7.	Train staff to develop skills using various resources (e.g., duty statements, departmental standards, IST, OJT, etc.) as required.
8.	Evaluate staff performance and make appropriate recommendation to correct deficiencies using various resources (e.g., duty statements, IST, OJT, remediation, progressive discipline system, etc.) as needed.
9.	Supervise the training of undergraduate and graduate student interns to produce a qualified professional workforce using various resources (e.g., university/program expectations, training resources, clinical supervision, inter-disciplinary training experiences, experiential training, etc.) under the direction of the university internship agreement and expectations.
10.	Perform or supervise research relating to casework to produce evidence and performance based program standards using various resources (e.g., subject matter experts, internet, articles and publications, Performance based standards data and reports, etc.) per management directives.
11.	Participate in staff conferences to facilitate mediation amongst staff and address/resolve conflicts utilizing various resources (e.g. progressive discipline, conflict resolution process, Employee Assistance Program [EAP], departmental standards and policies, training, etc.) as needed.

Tasks highlighted in bold text are not currently on the SPB classification specification

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Task Statements	
12.	Assist in the development of effective case planning and management to ensure compliance utilizing various resources (e.g. operational schedules, treatment schedules, IBTM, training, auditing tools, etc.) as required.
13.	Collaborate with social service agencies, Reentry Specialist and families to develop and implement a reentry plan based on the youthful offender's risks, strengths, needs and resources using the reentry plan and available community resources, as needed.
14.	Work with departmental administrators for the purpose of improving policies and procedures as they relate to mental health and casework management utilizing various resources (e.g. IBTM committees, work groups, subject matter experts, etc.) as directed by departmental administrators.
15.	Coordinate or oversee the timely appearances, accurate reports, appropriate recommendation and compliance with the Ward with Disability Program prior to the presentation of cases (e.g., annual review, Discharge Consideration Hearing [DCH], transfer summary, Initial Case Review [ICR], etc.) to Juvenile Justice Advisory Committee (JJAC) and Juvenile Parole Board using departmental policies and procedures, as required.
16.	Coordinate the screening of youth applicants into special programs or assess treatment needs to ensure comprehensive treatment and appropriate placement or delivery of services utilizing various resources (e.g. mental health referrals and staffing, appropriate screening instruments and tools, departmental policy and procedure, etc.) under general direction of management.
17.	Establish and maintain cooperative working relations with other institution staff members to consult and collaborate in order to deliver appropriate services to the youth and implement effective treatment plans utilizing various resources (e.g., communication skills, case staffing, case notes, effective use of Ward Information Network [WIN], multi-disciplinary resources, treatment plans, etc.) under general direction of the Parole Agent III.
18.	Inform stakeholders of available programs in order to provide education and general information regarding the treatment and institutional programs, mental health services, and client backgrounds utilizing various resources (e.g., tours, pamphlets, presentations, facts sheets, interviews, etc.) as required.
19.	Prepare reports to communicate casework and programming status or issues, personnel concerns, corrective action plans, health and safety concerns, budgetary status, etc. using various resources (e.g., audit instruments, communication from staff, departmental standards, site specific expectations, proof of practice documentation, etc.) as needed.
20.	Maintain order and supervise the conduct of persons committed to the Department of Corrections and Rehabilitation, Division of Juvenile Justice, to ensure a safe and secure environment using guidelines provided by I and C section 1800 and 7000 as needed.

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21.	Prevent escapes and injury by youth to themselves or others and the destruction of property to ensure a safe and secure environment using various resources (e.g., IBTM, I and C section 1800 and 7000, mental health and medical referrals, modified programs, conflict resolution teams, etc.), under general direction of management.
22.	Maintain security of working areas and work materials to ensure a safe and secure environment using various resources (e.g., health and safety plans, unit inspections, training, I and C section 1800, etc.), under general direction of management.
23.	Ensure premises and youth are searched for contraband, such as weapons or illegal drugs to ensure a safe and secure environment using the guidelines provided by I and C section 1800 and 7000, under general direction of management.
24.	Review and edit written reports from Youth Correctional Counselors (YCC) to ensure compliance with IBTM using standardized case management principles, as needed.
25.	Review YCC's casework documentation to ensure notes are in compliance with established case plan goals and objectives using effective case planning protocols, on a weekly basis.
26.	Prepare case reports to document information regarding the treatment progress of youthful offenders using various resources (e.g., progress notes and educational, mental health and medical information) as needed.
27.	Collaborate with the Inter-disciplinary Treatment Team (e.g., mental health, medical, education faculty, security, living unit, family, etc.) to make diagnostic formulations using risk assessments and other criminogenic factors, as needed.
28.	Coordinate preparation and presentation of treatment information for youth hearings, case conferences, individual education programs and student consultation team meetings to provide information to appropriate stakeholders utilizing pertinent case file information, as needed.
29.	Consult with the Senior YCC on the casework services being performed to ensure completion utilizing various resources (e.g., casework schedules, Program Service Day (PSD) schedules, and group attendance forms) as needed.
30.	Oversee the application of the Disciplinary Decision Making System (DDMS) to ensure compliance using various resources (e.g., IBTM, departmental policy and procedure, Behavior Management System, etc.) as needed.
31.	Monitor the Crisis Support Intervention Plan (CSIP) to ensure effective dissemination of youthful offender's critical information using electronic documentation and filing, as required.