

## EDITED TASK LISTING

**CLASSIFICATION: Parole Agent I, Youth Authority (YA)**

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

Task Statements	
1.	Reviews and assesses youth case history utilizing clinic documents, court records, mental health reports, risk/needs assessment, etc. to develop an Individual Case Plan (ICP) and re-entry plan in accordance with laws and regulations, and Division of Juvenile Justice (DJJ) policy and procedures, as needed.
2.	Provides necessary casework guidance to Youth Correctional Counselors (YCCs) by utilizing principles of Integrated Behavior Treatment Model (IBTM) to ensure appropriate treatment interventions and programs for youth in accordance with the laws and regulations, DJJ policy and procedures, as required.
3.	Acts as a lead in the multi-disciplinary team by providing technical review and guidance to ensure quality casework services are met by the YCC utilizing the principles of the IBTM model, as required.
4.	Provides guidance and/or counseling to youth using motivational interviewing techniques during case conference and/or individual counseling for the purpose of monitoring and evaluating progress in support of the rehabilitative model, as required.
5.	Conducts comprehensive interviews (e.g., family, and various stakeholders), utilizing motivational interviewing techniques to develop an individual treatment and re-entry plan for successful integration to the community in accordance with DJJ policy and procedures, as required.
6.	Collaborates with the multi-disciplinary treatment team to provide the necessary casework guidance, technical review of evidenced based practices and develop new treatment programs by utilizing the principles of the IBTM model in accordance with DJJ policy and procedures, as needed.
7.	Prepares and/or edits case reports (e.g., Annual Review Reports, Discharge Consideration Hearing reports, Transfer Summaries, etc.) by utilizing case files and Ward Information Network (WIN) to document youth's progress in accordance with the rules, laws, and regulations, DJJ policy and procedures, as required.
8.	Provides guidance and/or counseling to assist the youth to gain insight into their delinquent behavior patterns to promote pro-social behavior using the evidence based practices and motivational interviewing techniques in accordance with DJJ policy and procedures, as needed.
9.	Collaborates with the multi-disciplinary treatment team to evaluate youth progress and make a recommendation regarding discharge from DJJ's jurisdiction by presenting case reports to the Juvenile Parole Board (JPB) and/or Juvenile Justice Administrative Committee (JJAC) in accordance with the laws/regulations, DJJ policy and procedures, as required.
10.	Participates as a member of the multi-disciplinary team to assist with the development of the youth's re-entry plan by consulting with community based providers and state agencies in accordance with DJJ policy and procedures, as required.

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

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<b>Task Statements</b>	
11.	Trains, models, and coaches the YCCs utilizing the principles/techniques of the IBTM in the preparation of youth for discharge in accordance with laws/regulations, DJJ policy and procedures, as required.
12.	Monitors casework practices to the YCCs that support the rehabilitative model to prepare youth for successful integration to the community in accordance with laws and regulations and DJJ policy and procedures, as required.
13.	Provides ongoing training/feedback to the YCCs (i.e., case reports/notes, case conference process, etc.) to ensure the delivery of services to the youth in accordance with laws and regulations and DJJ policy and procedures, as required.
14.	Reviews and presents Discharge Case Report to the JPB by utilizing WIN and case conference information to ensure accurate documentation, hearing presentation with timeframes and WDP representation in accordance with DJJ policy and procedures, as required.
15.	Applies a multi-disciplinary approach to assess the risks/needs, skills and strengths to recommend placement into education/vocation/employment training programs, etc. in accordance with DJJ policy and procedures, as required.
16.	Supervises the conduct of youth committed to DJJ to ensure safety and security of staff, and the public utilizing correctional awareness of the surroundings and various alarm systems in accordance with Title 15, laws, regulations, and DJJ policy and procedures, as required.
17.	Inspects DJJ facilities to prevent escapes and injury by youth to themselves, others, or property by ensuring compliance with mandated safety regulations, correctional awareness of the surroundings and various alarm systems in accordance with Title 15, laws, regulations, and DJJ policy and procedures, as required.
18.	Maintains security of working areas and work materials in DJJ facilities by ensuring compliance with mandated safety regulations, identifying and confiscating contraband, and inspecting all areas and various alarm systems, in accordance with Title 15, laws, regulations, and DJJ policy and procedures, as required.
19.	Inspects and searches DJJ facilities, youth or visitors for contraband (e.g., weapons or illegal drugs) to ensure compliance with mandated safety regulations by utilizing correctional awareness of the surroundings and various alarm systems in accordance with Title 15, laws, regulations, and DJJ policy and procedures, as required.
20.	Participates as a member of the multi-disciplinary team to address youth's anti-social behavior during the Disciplinary Decision Making-System (DDMS) process in accordance with laws, regulations, and DJJ policy and procedures, as required.
21.	Reviews and assesses prior criminal behavioral patterns (e.g., medical/mental health reports, court records, documents regarding case history, individual contacts, etc.) to prepare case histories utilizing the principles of the IBTM model in accordance with laws, regulations, and DJJ policy and procedures, as required.

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22.	Tracks notification and registration requirements/mandates (e.g., victim, sex offender, gang, arson, law enforcement notification, etc.) to ensure deadlines are met utilizing WIN, and file reviews in accordance with laws, regulations, and DJJ policy and procedures, as required.
23.	Reviews, edits and/or prepares case reports (e.g., Annual Review reports, Discharge Consideration Hearing reports, PBD reestablishment, transfer summaries, casework monthly reports, etc.) to provide accurate information for case management utilizing computer programs, reference materials, (e.g., progress notes, Cognitive Behavioral Treatment intervention notes, DDMS, etc.) living unit/field files, police reports, etc., in accordance with laws, regulations, DJJ policy and procedures, as required.
24.	Collaborates with law enforcement, legal entities, public agencies and the community by attending and facilitating meetings (e.g., briefings, gang and other related conferences, training sessions, schools, stakeholder meetings, etc.) to promote public awareness and safety utilizing the exchange of information from meetings and conferences in accordance with DJJ policy and procedures, as required.
25.	Assist with law enforcement, apprehension, and court proceedings with youth who are suspected of involvement in criminal activities, violations of probation or present a danger to self or others utilizing informational databases, etc. to promote public safety in accordance with laws and regulations, DJJ policy and procedures, as required.
26.	Enforces compliance with the American Disabilities Act (ADA) to provide appropriate accommodations utilizing the medical/mental health and education data in accordance with laws and regulations, DJJ policy and procedures, as required.
27.	Reviews and updates data for tracking purposes (e.g., case report, case conference, risk/needs assessment, etc.) to ensure accurate information (e.g., ADA/WDP requirements, discharge information, case/progress notes, contacts, etc.) is entered by utilizing the WIN, case histories, and informational databases in accordance with DJJ policy and procedures, as required.
28.	Reviews gang registration requirements (e.g., history, questionnaire, tattoo assessment, gang identification etc.) to conduct initial interview with youth to ensure prescribed mandates are met utilizing DJJ forms and databases in accordance with laws and regulations and DJJ policy and procedures, as required.
29.	Conducts initial interview with youth assigned to a living unit to ensure prescribed mandates are met utilizing DJJ forms and WIN in accordance with the laws and regulations and DJJ policy and procedures, as required.
30.	Participates and/or conducts various in-service trainings, meetings and/or committees (i.e., Student Consultation Team (SCT), Individual Education Plan (IEP), multi-disciplinary treatment team, etc.) to facility staff to ensure the principles of the IBTM model and mandates are met in accordance with DJJ policy and procedures, as required.

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31.	Coordinates and leads the multi-disciplinary treatment team utilizing the principles of the IBTM Model in the development of the case plan addressing the risks/needs of the youth in accordance with laws/regulations and DJJ policy and procedures, as required.