

Job Summary:

The job of Truancy Intervention Officer - C/CS is done for the purpose/s of providing intervention to students who exhibit truancy-related issues under the supervision of the Court/Community School Program Manager. The Truancy Intervention Officer will work cooperatively with community school staff, the probation department, law enforcement, juvenile court, school districts, and other agencies to effectively intervene and redirect youth towards positive school attendance and towards a healthy lifestyle. Areas of intervention may include, but not be limited to truancy, substance abuse, gang involvement, delinquency behaviors, dysfunctional family issues, and anger management.

Essential Functions:

- ▶ Assists school staff for the purpose of providing supervision and analyzing unsafe situations.
- ▶ Attends meetings for the purpose of providing input and representation of the Court/Community School program at local School Attendance Review Board (SARB) meetings and with other youth-based programs.
- ▶ Collects data for the purpose of analyzing and developing recommendations for program improvement.
- ▶ Communicates regularly with school staff for the purpose of establishing cooperative and innovative approaches to solve truancy, delinquency, and gang violence issues.
- ▶ Completes reports for the purpose of evaluating intervention attempts for truants and students with delinquent behaviors.
- ▶ Coordinates with law enforcement agencies for the purpose of collecting and disseminating information pertaining to truancy, delinquency, and gang violence.
- ▶ Establishes conferences for the purpose of problem-solving attendance, discipline, and gang-related issues and redirecting youth towards regular attendance and positive behavior.
- ▶ Fosters communication for the purpose of establishing positive relationships between parents, students, staff and others.
- ▶ Makes home visits with parents and students for the purpose of checking on truant students and gaining parental support in students' educational and social development.
- ▶ Organizes presentations for the purpose of presenting intervention activities in a classroom setting.
- ▶ Provides guidance for the purpose of redirecting youth away from gang involvement and/or delinquent behaviors.
- ▶ Provides intervention for the purpose of redirecting youth towards positive school attendance.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - communicate well in English and Spanish;
 - communicate with high-risk students;
 - problem-solve;
 - organize and plan;
 - resolve conflicts.
- ▶ **Knowledge of:**
 - intervention programs or strategies effective with gang-involved youth;
 - intervention programs or strategies effective with drug/alcohol-involved youth;
 - intervention programs or strategies effective with truants;
 - anger management strategies;
 - gang involvement trends in county-wide youth-related programs and agencies;
- ▶ **Ability to:**
 - provide direct intervention service to high-risk youth involved in gangs and/or substance abuse;
 - provide consultative assistance to school staff;
 - communicate with parents of truant, delinquent, and gang-involved youth;
 - coordinate with law enforcement and other support agencies;
 - develop innovative strategies to curtail truancy and gang involvement;
 - react calmly and quickly in an emergency situation;
 - observe situations analytically and make recommendations;
 - represent program at various networking meetings.

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- ▶ Job-related experience is required.

Education Required:

- ▶ Community College and/or Vocational School degree with study in job-related area.
- ▶ BA preferred.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Non Exempt

June 2006

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.