

## DESCRIPTION OF POSITION

1. **Classification Title:** CSW Program Assistant
2. **Working Title:** Community Service Work Supervisor
3. **Department:** Juvenile/Adult Community Service\*  
(\*Shared position between two departments and the percentages of time with each department could depend upon the budget and/or need)
4. **Position Is:** Full Time  Part Time  Extra Help   
Seasonal  Other \_\_\_\_\_
5. **What is the purpose of this position?**  
Coordinate and supervise both adults and juveniles while performing community service work.
6. **Essential functions of position. (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position.**
  - A. Supervise youth (ranging in age from 12-18) and adults in the performance of completion of community service. Examples of community service include but are not limited to the following: litter pickup, cleaning, general maintenance, painting, landscaping and grounds keeping. Drive CSW van and pick up youth or adults at pre-arranged points.
  - B. Schedule and notify youth or adults for participation in the program. Arrange work assignments for the work crews by contacting various agencies and setting up schedules with the work sites as needed.
  - C. Provide instruction to participants relating to how to complete the job and/or the use of tools, etc.
7. **List the minor duties assigned to this position.**
  - A. Contact either by phone, in person or in writing with probation officer regarding individuals performance and attendance.
  - B. Prepare and maintain accurate records and enter information into computer system(s) if necessary.

- C. Advise individuals that are willfully out of compliance of possible consequences. Inform probation officer about individuals who are seriously out of compliance and follow their directives with regard to individual.
- D. Duties as assigned.

**8. Working conditions of position.**

The person in this position will be required to work both in and out of the office. Hours will be flexible with weekend work and must be able to participate in on-call scheduling. There will also be some travel required. Regular attendance is required. Individual will be required to work outside during inclement weather.

During supervision of work crew programs, drive the department vehicle, pick up and return participants, directly supervise labor, and be responsible for safety and proper handling of equipment used in the work activity including any signs and/or lights to signify work area to ensure safety of individuals.

Physical demands on the position involve moving materials, books, files, garbage and debris, etc., weighing up to 40 pounds; Employee may be required to deal with violent and combative individuals requiring considerable physical exertion.

**9. List required special skills, licenses, certificates, etc.**

Knowledge of criminal justice and the juvenile justice system desired. Prior experience supervising youth or adults in a work crew setting is preferred. Must possess or the ability to immediately acquire Oregon driver's license and First Aid Certificate. Knowledge of work training skills, group supervision skills, behavior and characteristics of delinquent youth and adult offenders. Ability to keep accurate records and communicate effectively with co-workers, clients and the public. Ability to learn and demonstrate safety while using various tools and equipment.

**10. Is operation of motor vehicle required? Yes  No**

**11. List equipment, tools, machines used in performance of duties.**

A lawn mower, weed eater, leaf blower, loppers, shovel, rake, hammer and other miscellaneous tools; ability to tow a trailer (both open and enclosed) with the community service van, use of restraints/handcuffs, cell phone and computer.