



City of Tempe

YOUTH SPECIALIST

| JOB CLASSIFICATION INFORMATION | | | |
|---------------------------------------|----------------|--------------------------------|--------------------------------|
| <i>Job Code:</i> | 607 | <i>Department</i> | Human Services |
| <i>Supervision Level:</i> | Non-Supervisor | <i>State Retirement Group:</i> | ASRS |
| <i>Status:</i> | Classified | <i>Market Group:</i> | Crisis Intervention Specialist |
| <i>Safety Sensitive / Drug Screen</i> | Yes | <i>Physical:</i> | No |

Click [here](#) for more job classification information including current salary range.

| REPORTING RELATIONSHIPS |
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| Receives direction from the Human Services Manager or other supervisory staff. |
| May exercise functional and technical direction over full-time or part-time temporary employees, master’s level interns, and volunteers. |

| MINIMUM QUALIFICATIONS | |
|---------------------------------|---|
| <i>Experience:</i> | Two (2) years of experience in social work, conducting assessments and/or providing interventions with youth. |
| <i>Education:</i> | Bachelor’s degree from an accredited college or university with major coursework in Social Work, Psychology, or a degree related to the core functions of position. A master’s degree is preferred. |
| <i>License / Certification:</i> | <ul style="list-style-type: none"> ● Possession of a valid driver’s license. ● Licensed Master Social Worker (LMSW) is preferred. ● Possession of, or ability to obtain within thirty (30) days of hire, a Level One Fingerprint Clearance Card through the Arizona Department of Public Safety. |

| ESSENTIAL JOB FUNCTIONS |
|---|
| Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do. |
| To actively uphold the City’s stated mission and values, while providing crisis intervention and non-clinical social and emotional support. To perform professional level duties including suicide risk assessments, participate in threat assessments, and complete needs assessments. |

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Assist in evaluating operations of the programs administered, recommending improvements, and implementing changes and/or objectives.
- Conduct suicide risk assessments, assist with threat assessments, and participate in Multi-Tiered Support System Teams, School Crisis Teams, and Threat Assessment Teams.
- Provide critical incident support, referral, and follow-up to teachers, administrators, and supportive services to students.
- Conduct needs assessments and analysis of presenting problems; identify Adverse Childhood Experiences (ACES), as applicable; determine client needs and appropriate steps to address identified needs.
- Coordinate and facilitate strength-based support groups for students.
- Prepare and present informational sessions, psychoeducational workshops or other activities designed to increase life skills, develop protective factors and help mitigate the effects of ACEs by helping students develop coping mechanisms.
- Consult and coordinate on various issues as appropriate with school staff, school resource officers, Human Services programs, and other community agencies.
- Provide guidance to temporary employees and/or college level interns; participate in onboarding, training and evaluating temporary employees.
- Conduct home visits to assess student and family needs and provide information/resources.
- Perform related duties as assigned.

COMPETENCIES

| <i>CLASSIFICATION LEVEL</i> | <i>INCLUDES</i> | <i>COMPETENCIES</i> |
|-----------------------------|-----------------|--|
| Foundational | All Employees | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory | In Addition > | Teamwork, Customer Service, Initiative, and Dependability / Reliability |
| Supervisory | In Addition > | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others |
| Manager | In Addition > | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring |
| Deputy Director | In Addition > | Entrepreneurship and Networking |
| Director | In Addition > | Organizational Vision |

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective September 2022

Revised June 2023 (update min qualifications – license)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Youth Specialist

Job Code: 607

| VEHICLE OPERATION | YES | NO |
|---|-----|----|
| Will this position drive a City vehicle? | X | |
| Will this vehicle require a Commercial Drivers License? | | X |

| | Never | Occas. | Freq. | Contin. |
|--|------------|---------------|----------------|-----------------|
| | 0% of time | 1-35% of time | 36-65% of time | 66-100% of time |

| ENDURANCE | | | | |
|--------------------|--|--|---|--|
| Sit | | | X | |
| Stationary / Stand | | | X | |
| Move / Traverse | | | X | |

| WORK WITH OR EXPOSURE TO THE FOLLOWING | | | | |
|--|---|--|--|---|
| Machinery* | X | | | |
| Electrical* | X | | | |
| Power Tools* | X | | | |
| Hand Tools* | X | | | |
| Personal Protective Equipment* | X | | | |
| Fumes | X | | | |
| Computer Software | | | | X |
| Chemicals | X | | | |

| ENVIRONMENT | | | | |
|----------------------------|---|---|--|---|
| Indoors | | X | | |
| Outdoors | | X | | |
| Working in or around water | X | | | |
| Extreme Heat | | X | | |
| Extreme Cold | | X | | |
| Office Setting | | | | X |
| Confined Spaces | | X | | |
| Excessive Noise** | X | | | |
| Heights | X | | | |
| Sewage Exposure | X | | | |
| Bodily Fluid Exposure | | X | | |

| VISION REQUIREMENTS | YES | NO |
|--|-----|----|
| Close (clear vision at 20 inches or less) | X | |
| Distance (clear vision at 20 feet or more) | X | |
| Color (ability to identify and distinguish colors) | | X |
| Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships) | | X |
| Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point) | | X |
| Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus) | X | |
| No Special Vision Requirements | | X |

| Maximum LIFT / CARRY | Lift | Carry |
|----------------------|------|-------|
| 5-25lbs | X | X |
| 26-50lbs | | |
| 51-75lbs | | |
| 76-100lbs | | |

| Maximum PUSH / PULL | Push | Pull |
|---------------------|------|------|
| 5-25lbs | N/A | N/A |
| 26-50lbs | | |
| 51-75lbs | | |
| 76-100lbs | | |

| MOVEMENT | YES | NO |
|-------------------------|-----|----|
| Bend / Stoop / Twist | X | |
| Crouch / Squat | X | |
| Kneel / Crawl | | X |
| Above Shoulder Level | X | |
| Below Shoulder Level | X | |
| Repetitive Arm Use | X | |
| Repetitive Wrist Use | X | |
| Repetitive Hand Use | X | |
| Climb Stairs / Ladders | | X |
| Neck Range of Motion | X | |
| Traverse Uneven Surface | X | |
| Traverse Even Surface | X | |

| ADDITIONAL CONSIDERATIONS: |
|--|
| - May require working extended hours. |
| - May work alone for extended periods of time. |

| *DEFINITIONS/EXAMPLES |
|---|
| Machinery: bucket truck, riding mowers, backhoe etc. |
| Electrical: wiring, outlets, fuses etc. |
| Power Tools: push mowers, jackhammers, drills, chainsaw etc. |
| Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc. |
| Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc. |

**** Hearing test is required**