**BENTON COUNTY POSITION DESCRIPTION**

| CLASSIFICATION | BAND | GRADE | SUBGRADE | FLSA STATUS |
|---|---|---|---|---|
| Program Specialist | B | 2 | 2 | Non-Exempt |

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| **POSITION TITLE:** | **Outreach Specialist** | **POSITION#**: | |
| ☐**New** ☒**Revised** **(Check one)** | **Date:** | **9/14/2026** | |
| **SERVICE TYPE:** | AFSCME | | |

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| **Employee Name:** | **Vacant** | **Department:** | **Juvenile** | **Supervisor:** | **Juvenile Director 500390** |
| **FTE:** | 1.0 | **Employment Status:** | Regular Full Time | | |

**Position Summary:**

Provide support for Juvenile Court Counselors in supervising juvenile offenders, enforcing court orders and facilitating groups and various programming for low-risk offenders. Conduct home, community and school visits and provide transportation to detention, appointments, court hearings and other activities. Oversee use of home detention units, assist with skill building and case management, and perform drug testing.

**Essential Duties:**

| No. | Major Functional Area (MFA) | % of Time |
|---|---|---|
| 1 | **MFA**: Community Involvement, Support and Outreach<br>**Essential Duties**:<br>• Coordinate and facilitate prosocial groups focusing on skillbuilding and competency development in the school or office settings.<br>• Support collaborative efforts and maintain contact with community partners to provide support and services for youth and families.<br>• Provide outreach, including conducting visits, to youth and families in community, schools and homes.<br>• Act as mentor, role model and support for youth involved with the department through check-ins and mentorship opportunities.<br>• Collaborate with local area schools, including attending school meetings and providing support in the school setting as needed.<br>• Represent the department by serving on departmental, interdepartmental, county and state wide committees, teams and task forces | 50% |
| 2 | **MFA**: Juvenile Counselors Support<br>**Essential Duties**:<br>• Provide support to JCCs to help monitor clients' behavior and compliance with court orders and conditions of supervision.<br>• Transport clients to detention, court, placements, appointments, and elsewhere as needed.<br>• Install and help monitor home detention units; explain process/guidelines to youth and parents, troubleshoot problems, create profiles, order units, supplies, and train staff in the use of home detention.<br>• Monitor the collection of urine samples from youth and submit for analysis. | 40% |

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| | • Assist in room and property searches as needed.<br>• Coordinate with Court Counselors and other department staff to provide support for youth placed on supervision. | |
| 3 | **MFA**: Departmental Support<br>**Essential Duties**:<br><br>• Maintain records necessary to the effective operation of the juvenile department.<br>• Maintain electronic files through the statewide Juvenile Justice Information System.<br>• Attend training and conferences to maintain and improve skills necessary to the successful performance of the job, and attend regularly scheduled staff meetings.<br>• Provide support with completion of work crew or community service hours as needed.<br>• Facilitate/cofacilitate annual departmental events. | 10% |
| 6 | **And other duties as assigned.** | |
| **Percentages should total 100%** | | **100%** |

Special Requirements:

- Associate's degree or two-year certification. *Preferred Bachelor's degree in law enforcement, corrections, human or social services, and 1 year of experience working with youth and families preferably in an agency within the juvenile justice field.*
- 2 years of progressively responsible experience working with youth and families preferably in an agency within the juvenile justice field.
- Driver's license with an acceptable driving record.

Physical Requirements

This position requires copying, compiling, negotiating communicating, instructing, control of others. Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of Sedentary work. Light work usually requires walking or standing to a significant degree. Kneeling, Crouching, Handling, Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling. Hearing, depth perception Exposure to hot, cold, wet, humid, or windy conditions caused by the weather. Use of Office equipment such as computer, typewriter, projector, cassette player/recorder, Hand tools (e.g., hammer, shovel, screwdriver) and Vehicles (e.g., automobile, truck, tractor, lift).

**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee:_____ Date:_____

Immediate Supervisor:_____ Date:_____