

STUDENT ADVOCATE

Purpose Statement

The job of Student Advocate was established for the purpose/s of providing intensive supervised probation services and oversight for minors convicted primarily of repeat substance abuse and/or misdemeanor crimes in Natrona County Circuit Court.

This job reports to Director

Essential Functions

- Advises and supports building-level teams for the purpose of successfully implementing dropout prevention and recovery strategies for students.
- Assists in the development of an intervention plan for each identified student for the purpose of serving as a liaison and resource to facilitate the growth and development of dropout prevention and recovery support.
- Collaborates with minors involved in the criminal justice system for the purpose of providing intensive probation supervision (e.g. home visits, school visits, community visits, office visits, etc.) and ensuring compliance (e.g. curfews, community service, drug testing, surveillance, etc.) with conditions of probation as ordered by the court.
- Collaborates with the District Attorney's Office, Department of Family Services' and Department of Corrections' personnel for the purpose of developing progressive and effective services to assist minors with compliance of probation conditions and abstinence from illegal drug and alcohol usage.
- Conducts chemical screenings for substance abuse (e.g. curfews, community service, drug testing, surveillance, etc.) for the purpose of ensuring compliance with conditions of probation.
- Coordinates services for youth and families for the purpose of collaborating with community agencies that provide services to youth.
- Gathers personal and family information on sentenced minors for the purpose of completing risk assessments and assisting minors and their families with probation condition compliance.
- Maintains case files for the purpose of utilizing progressive sanctions with minor offenders.
- Monitors minors involved in the criminal justice system because of use or abuse of alcohol and/or illegal drugs for the purpose of providing intensive probation supervision and ensuring compliance with condition of probation as ordered by the court.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; grant administration; community resources; district policies and procedures; and issues relating to at-risk youth.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions. Regularly required to work various hours, including nights and weekends.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

7/27/2009

Salary Grade

Exempt 60X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____