

## **FIELD SERVICES ASSISTANT**

### **DEFINITION**

Under general direction, to provide assistance in the implementation of programs and services associated with the Juvenile Drug Court, and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is temporary/extra help classification only.

Incumbents are responsible for program-designed contracts and monitoring of Juvenile Drug Court participants at home and in the community and other similar fieldwork in support of other programs and services. Documentation, report preparation and office support are required. May be called on to provide mentoring and other similar services.

### **REPORTS TO**

District Attorney or other staff as determined depending on the program involved.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

### **EXAMPLES OF DUTIES**

- Conducts drug and alcohol testing.
- Gather basic background information from individuals or agencies.
- Provides timely reports of contact or observations to appropriate program staff.
- Accompany or monitor participant in a various activities.
- Monitor compliance with program requirements.
- Provide tutoring or basic life skills training as directed and monitored by appropriate staff.
- As directed provide personal assistance in securing basic necessities.
- Such as housing, food and clothing; may provide transportation as directed.
- Provides a variety of assistance with District Attorney outreach, prevention and rehabilitation programs.

## **FIELD SERVICES ASSISTANT – 2**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work may be conducted in an office, a home, driving or in outdoor environments; sometimes works in varying weather conditions; continuous contact with participants, staff and some public contact.

### **DESIRABLE QUALIFIATION**

#### **KNOWLEDGE OF**

- Basic knowledge of positive social skills
- Effective monitoring and reporting practices
- Guidelines, procedures and requirements for effective mentoring activity
- Effective supervision of recreational and community service activities

#### **ABILITY TO**

- Establish and maintain effective working relationships with staff, other agencies, participants and families
- Communicate effectively, both orally and in writing
- Follow directions accurately and make sure direction is clearly understood before action
- Prepare clear, relevant and accurate reports
- Evaluate situations and people accurately and make sound decisions
- Maintain composure in stressful situations

## **FIELD SERVICES ASSISTANT – 3**

### **TRAINING AND EXPERIENCE**

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Some previous experience in working with juveniles or adults in rehabilitation or similar activities within a structured program is highly desirable.

Completion of educational training in criminology, sociology, psychology, social work, criminal justice or a relate field or a closely related field or work based experience in these areas is desirable.

Ability to work irregular hours as needed for effective monitoring and testing.

### **SPECIAL REQUIREMENTS:**

Possession of a valid driver's license at time of application and possession of a valid California Drivers License by time of appointment. The valid California Drivers License must be maintained throughout employment.