



## LINN COUNTY JUVENILE DEPARTMENT

104 4<sup>th</sup> Ave SW, Room 200, PO Box 100 Albany OR 97321

Phone: 541-967-3853 Fax: 541-967-4268

### JOB ANNOUNCEMENT

#### **CLASSIFICATION TITLE OF JOB:**

Temporary Help (Classification #550): Part-time, Temporary, NON-UNION, 'Education Transition Specialist' working in the Linn-Benton Juvenile Detention Center during normal school hours.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

The role of the Education Transition Specialist position for the Linn-Benton Juvenile Detention Education Program (JDEP) is to coordinate educational services for youth coming into and leaving the detention center. The Transition Specialist will work closely with Juvenile Probation Officers and Detention Staff to gather educational information and provide support for the youth in getting homework from their community school program to complete while in the detention center and assuring a smooth transition back into their community school system upon leaving the center.

The Transition Specialist will relay information obtained at the detention center such as academic testing results to the youth's community school setting. This includes Individual Education Plan (IEP) or 504 Plans and any interventions which may have been developed while the youth was in the detention center. The Transition Specialist will assist the youth with getting enrolled in a community school if they have dropped out or have been dropped by the school as a result of missing ten consecutive days. When in the classroom setting this position will assist the Teacher of Record in providing a learning environment for youth at the detention center. May include assisting youth with school lessons and homework (tutoring).

A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Ability to clearly communicate in written and verbal form.
- Assist in the class room setting in the Juvenile Detention Education Program (JDEP). Assist youth by helping them identify education goals to move them forward towards high school graduation.
- Read IEP, 504 and Behavioral Plans to support the class room teacher and educational provider while in the Linn Benton Juvenile Detention Center.
- Ability to develop professional relationships with youth, parents, school administrators and counselors to exchange information and assist youth towards high school graduation.
- Assist juveniles in the development of pre-vocational skills to enhance school to career awareness and transition; monitor, assess and adjust training and development activities in response to the juvenile's progress and performance.
- Initiate and maintain accurate and complete reports, records. Notify probation officers and detention staff both orally and through written reports of youth's educational progress.
- Able to work independently with minimal supervision while in the community school districts.
- Maintain required training certifications, which include but are not limited to: CPR, First Aid, Restraint, Non-Violent Crisis Intervention, Epinephrine, Narcan Administration.
- Develop and maintain effective, harmonious and reasonable working relationships with others.
- Maintain regular and predictable work attendance.
- Other duties as assigned.
- Work will be performed in a classroom and/or office setting within a closed custody facility.

#### **QUALIFICATIONS:**

Graduation from an accredited four year college or university with a Bachelor's Degree in Education. Two years working as a licensed teacher or 2 years experience as an Educational Assistant in a school setting. Satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may be accepted. Working knowledge of IEP, 504 Plans and Behavioral Planning documents.

**NECESSARY SPECIAL REQUIREMENTS:**

Wide knowledge of the Education System including the use of IEP, 504 and Behavioral Plans. Basic knowledge of behavioral and adjustment problems of juveniles and appropriate approaches; principles of social work and case management; modern office procedures, methods and computer equipment including but not limited to word processing programs and data bases. Ability to establish and maintain effective working relationships with staff, superiors, other agency personnel, clients, parents, guardians, and other significant personnel; communicate effectively both orally and in writing; work with juveniles and within the juvenile justice system; prepare clear and concise records; maintain accurate files.

Must possess or obtain within 30 days of hire, a valid Class C Oregon Driver's License and an acceptable driving record. Unacceptable driving record will disqualify potential candidates. Must be 21 years of age or older upon date of hire. Successful candidates will be required to pass a pre-employment drug screen, criminal history check and ODHS background check.

*Employees are required to follow both State and Federal laws regarding the use of illegal substances.*

**COMPENSATION: \$20.00 – 26.00 per hour** (temporary position up to 18 hours per week, no benefits  
*(sick leave accrues as per ACA at 1 hour per 30 hours worked)*)

**CLOSING DATE: OPEN UNTIL FILLED**

**HOW TO APPLY:** Submit the following (3) documents together;

- 1) a completed Linn County Employment Application Form, and
- 2) a professional Resume, and
- 3) a completed PREA Questionnaire.

Required documents may be found on our website or picked up in person at our office located at the Linn County Juvenile Department, 104 SW 4<sup>th</sup> Ave, Room 200, Albany, OR 97321.

Required documents once completed may be mailed to; Linn County Juvenile Department, PO BOX 100, Albany, Oregon, 97321. OR, faxed to: 541-967-4268, OR you may drop them off in person at Linn County Juvenile Department, 104 4th Ave SW, Room 200, Albany, OR 97321. You may also email them to [trieker@co.linn.or.us](mailto:trieker@co.linn.or.us).

Employment applications and the Criminal Records Check Authorization form may be obtained from the Juvenile Department web page at <https://www.linncountyor.gov/juvenile/page/employment> or may be obtained by visiting the Linn County Juvenile Department, 104 4th St. SW, Room # 200, Albany, OR 97321.

*Linn County Juvenile Department is responsible for complying with the federal Prison Rape Elimination Act (PREA 42 U.S.C. 1997). PREA Prohibits the Linn County Juvenile Department from hiring, promoting, or contracting with anyone who has engaged in, been convicted of, or been civilly or administratively adjudicated for engaging in sexual abuse in confinement settings. This standard requires the Linn County Juvenile Department to conduct Criminal background checks, conduct a check of the state's child abuse registry, and make its best effort to contact prior institutional employers to obtain this information.*

LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



PRISON RAPE ELIMINATION ACT  
QUESTIONNAIRE

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Applicant Name

\* This questionnaire is **REQUIRED** to be completed and submitted with your application packet.

1. List any correctional facility, jail, lockup, community confinement, juvenile facility or other institution you have worked or volunteered for.
2. Have you ever engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility or other institution (as defined in 42 U.S.C. 1997)  
Yes    No
3. Have you ever been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse?  
Yes    No
4. Have you been involved with any incident of sexual harassment?  
Yes    No  
If yes please describe?

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