

Orleans Parish Juvenile Court
Orleans Detention Alternative Program (ODAP)
Youth Advocate

JOB DESCRIPTION:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required.

ODAP is a pre-adjudication alternative to detention program that seeks to ensure youth return for Court appearances and do not re-offend while under supervision. ODAP wraps services around the family and the child through its advocates and face to face contact. The program is committed to family-focused programming that empowers youth and families to lead healthy, safe and productive lives.

DUTIES:

- Act as an Advocate for youth and families assigned to caseload.
- Provide on-going assessment of needs for youth.
- Provide intensive supervision/monitoring.
- Assist in the coordination of services for youth/families assigned to caseload.
- Responsible for the overall Community Resource Development of youth/families.
- Coordinate meetings with service providers and schools.
- Provide Transportation services.
- Provide intensive wrap-around services to ensure the youth does not recidivate.
- Report on youths' progress to the Court and follow-up on recommendations.
- Ensure continuity of care and service delivery for youth/families.
- Responsible for the development of weekly progress reports.
- Maintain files on all youth.
- Maintain progress notes on each youth.
- Attend weekly staff meeting.
- Attend weekly supervision.
- Assist supervisor in monthly reporting requirements.

- Ensure safety of youth assigned to caseload.
- Any other duties as assigned.

JOB REQUIREMENTS AND DIFFICULTY OF WORK:

- Bachelor's degree from an accredited college or university.
- Two (2) years' experience in Human Services.
- Knowledge of counseling techniques.
- Knowledge of principles and procedures of record keeping and report preparation.
- Ability to work in an enthusiastic and encouraging way with at risk youth.
- Ability to work outside normal business hours is mandatory.
- Knowledge of modern office procedures, methods, and computer equipment and strong computer skills.
- Ability to effectively communicate orally and in writing with Judges, Supervisors, Co-workers and other departments, social service agencies, probation department and the public, including being sensitive to professional ethics, gender, racial and cultural diversities and disabilities.
- Ability to provide public access to or maintain confidentiality of Court information and records according to law.
- Ability to recognize drug and alcohol abuse symptoms.
- Ability to counsel and provide guidance to individuals and respond to situations that are of a sensitive nature.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Must be organized, responsible and able to complete assignments in a timely manner.

RESPONSIBILITY:

- Incumbent performs duties according to a flexible, customary routine with priorities determined by the Judges, Judicial Administrator and service needs of the Court and the public.

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BENEFITS PACKAGE

MEDICAL BENEFITS – (Orleans Parish Juvenile Court)

Provided through BLUE CROSS/BLUE SHIELD for a small monthly fee.

DENTAL BENEFITS – (Orleans Parish Juvenile Court)

Basic plan provided at no cost through HUMANA. Dependents not included, but may be added for an additional fee.

LIFE INSURANCE – (Orleans Parish Juvenile Court)

\$10,000.00 benefit provided at no cost through COLONIAL Life Insurance.

VISION INSURANCE – (Orleans Parish Juvenile Court)

Plan provided through HUMANA. Payment of premium is by contractor.

PTO (Paid Time Off)

Combined total of 24 days per year. PTO days do not roll over from fiscal/calendar year to fiscal/calendar year and is on a use or lose basis. Contractor will not receive terminal leave pay for unused PTO days.

HOLIDAYS

Currently, 21 paid holidays (2019). Subject to change.

WORK WEEK

35.0 hours per week (8:30am – 4:00pm).

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APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Youth Advocate of Orleans Detention Alternative Program for the Orleans Parish Juvenile Court describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all the duties, requirements and responsibilities contained herein and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes _____ No _____

If yes, please explain: _____

Applicant/Employee signature

Date

Print or Type Name