

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CLASSIFIED POSITION

JCN: 134  
RANGE: 138  
NON-EXEMPT

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### YOUTH CARE SPECIALIST

#### **BASIC FUNCTIONS:**

Under the direction of an assigned supervisor, provide direct behavioral health services to youth and families; engage with youth and families; conduct intake services in the home, school and/or community as assigned.

#### **REPRESENTATIVE DUTIES:**

##### ESSENTIAL DUTIES:

- Assist in the development and implementation of intervention plans, case management, and follow-up with youth under the direction of a Behavioral Health Clinician.
- Assist youth and parents with psychoeducation to manage youths' behaviors.
- Collect data and maintain records of youths' progress.
- Coordinate work schedule with appropriate team members and attend staff meetings.
- Document direct care services in alignment with Medi-Cal and Health Insurance Portability and Accountability Act (HIPAA) regulations; ensure documentation accuracy; achieve productivity expectations.
- Effectively use strategies, including but not limited to, Evidence Based Practices to remediate trauma and behavioral health issues under the direction of assigned supervisor, and/or Behavioral Health Clinician.
- Engage and build alignment and relationships with parents, youth and others in the normal course of working with families.
- Meet directly with families in the home, school and/or community to complete intake and admission for behavioral health services.
- Perform a variety of clerical duties in support of program needs including typing, filing, duplicating, and distributing materials; prepare and coordinate schedules and calendars as directed; maintain records, documentation, and reports.
- Provide care coordination and case management.
- Provide direct billable behavioral health services to youth and families; document services according to Fresno County Managed Care Medi-Cal standards.
- Provide direct care to youth and families; maintain active caseload; consult with appropriate assigned staff.
- Provide support, guidance, and coaching to behavioral health team members, students, and families, as assigned.
- Regularly communicate progress of assigned youth to supervisor and other staff, as appropriate.
- Schedule, plan and conduct youth services in the home, community and/or school with assigned families in coordination with supervisor and staff.
- Support youth and families in meeting with Psychiatrist, providing proximity supervision and prompting in order to help youth communicate effectively through telepsychiatry services.
- Tutor individual youth and small groups to reinforce learning and behavior modification techniques.
- Use appropriate strategies to train appropriate replacement behaviors to individual students; integrate students into less restrictive environment.

- Use evidenced based practices to assist youth in their development of skill building in order to increase positive social skills and behavior.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

**OTHER DUTIES:**

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

- Diplomacy tactics utilizing discretion and confidentiality.
- Effective intervention strategies for children with social, emotional, and/or behavioral health needs.
- Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA).
- Medi-Cal budgetary, reporting and auditing requirements.
- Principles of applied behavior analysis and behavior modification.
- Resources available to youth and families.
- Techniques for observation, data collection and evaluation of children.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

**ABILITY TO:**

- Ability to comprehensively understand and speak in a designated second language may be required.
- Appropriately manage youth behavior and guide youth toward more acceptable behaviors using various behavior intervention strategies and procedures such as positive reinforcement, extinction, limit setting, identifying antecedents and consequences of behavior, function of behavior and replacement behavior techniques.
- Assist in the implementation of specific youth, classroom, and family services.

- Communicate effectively individually or to small groups in oral and written form with youth, parents, school district personnel and allied professionals.
- Follow through on assigned projects from inception to completion.
- Maintain confidentiality, follow instructions, read, interpret and apply rules, laws and procedures.
- Maintain cultural awareness and sensitivity.
- Plan and organize work.
- Meet schedules and time lines.
- Maintain youth records and prepare reports.
- Work effectively as a member of a trans-disciplinary team.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction in a variety of environments including, but not limited to, students' schools and homes.

## **EDUCATION AND EXPERIENCE:**

### **EDUCATION:**

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's degree in Psychology, Criminology, Social Sciences, Child Development, Special Education, Counseling, Communicative Disorders, or related field preferred.

### **EXPERIENCE:**

- One year experience working with youth, social, emotional and/or behavior health needs in a clinical, educational and/or group home setting.

## **LICENSURE AND OTHER REQUIREMENTS:**

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent. Valid defensive driving certificate issued by an authorized agency.
- Valid First Aid and CPR Certificate issued by an authorized agency.
- Pass a language proficiency assessment in a designated second language may be required.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Office, home, school facility, and/or community environment.

- Regular interruptions.
- Small and large group meetings.

**PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

**HAZARDS:**

- Potentially harmful outbursts from youth.
- Work with children who may become agitated and physical or verbally aggressive.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: 04/30/2019

Revised: 04/01/2021; 07/06/2023; 06/12/2024