



## JOB OPPORTUNITY BULLETIN

*Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.*

Today's Date: **September 26, 2022**

Date Listing Will Close: **October 3, 2022 at 5 p.m.**

The following department has a vacancy for qualified employees in the following position:

Class Specification: **Resource and Assessment (RAC) Officer**

Location /Department: **Youth Court**

Salary: **\$13.00 per hour**

Position Summary: **See Attached Job Description**

Job Duties and Responsibilities: See Attached Job Description

Qualifications / Experience: See Attached Job Description

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**HARRISON COUNTY PERSONNEL/ HUMAN RESOURCES**

1801 - 23<sup>rd</sup> Avenue, First Floor, South Hall, Gulfport Courthouse  
Phone: (228) 865-4194 Fax: (228) 865-4162 [www.co.harrison.ms.us](http://www.co.harrison.ms.us)

**APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.**

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**HARRISON COUNTY, MISSISSIPPI  
JOB DESCRIPTION**

**JOB TITLE:** Resource and Assessment (RAC) Officer

**DEPARTMENT:** Youth Court

**FLSA STAUS:** Part Time/Non-Exempt

**REPORTS TO:** Youth Court Administrator

**POSITION CODE:** 8810

**START DATE:** September 26, 2022

**CLOSING DATE:** October 3, 2022

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this position. The incumbent(s) may be required to perform job related responsibilities and tasks other than those stated in this description. Nothing within this job description restricts management's right to assign or reassign job related responsibilities and tasks at any time. Certain functions are understood to be essential. These include, but are not limited to: maintaining confidentiality of all records; ability to adapt and function under daily stressful situations; exceptional organizational skills; regular and daily attendance; the ability to work in a fast-paced and diverse environment and the ability to effectively prioritize constantly shifting responsibilities; and the ability to work well with all other staff members. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

**JOB OBJECTIVE:** The objective of the Resource and Assessment Center Officer is to divert at-risk youth from the juvenile justice system into appropriate and meaningful services when necessary and safe to do so that will lead to better outcomes for youth and their families. The RAC serves as a Single Point of Entry for troubled youth up to the age of 18 to assist the youth and families with crisis intervention, to identify level of care, and to make referrals to available community resources for immediate assistance. RAC officer is responsible for identifying the problems and needs of juvenile offenders and their families, and to develop an individualized plan of action.

**ESSENTIAL JOB FUNCTIONS:**

- Administer evidence-based screening tools/assessments and interview youths and families to determine minor's level of care and intervention.
- Perform research and make appropriate referrals for minors and families to other outside agencies for services.
- Prepares and maintains confidential documentation, contact logs, and various reports in accordance with job duties/functions.
- Conduct follow-up calls with youth and families to promote access to resources and to encourage compliance with recommendations.
- Answers calls from Law Enforcement and collects all needed reports from Law Enforcement regarding youth.
- Must work closely with law enforcement, social services, mental health agencies, schools and parents.
- Consistently delivers strength-based, family-centered, culturally competent services.
- Operates at the will and pleasure of the Court.
- Performs other related duties as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to plan, organize, coordinate and carry out job duties with minimal assistance and supervision.
- Ability to interact effectively and in harmony with Law Enforcement, employees of the Youth Court department (particularly, CHINS and Delinquency Intake Officers, and DYS counselors), and outside agencies.
- Ability to deescalate behaviors by minors.
- Strong knowledge of and genuine respect for youth and adults with complex needs and a firm commitment to empowering their families.
- Critical thinking skills are a must.
- Receive in-service training and staff development within 90 days of hire.

**EDUCATION/EXPERIENCE:**

A Bachelor’s Degree from an accredited four-year college or university in Social Work, Counseling, or related field, is preferred, but not required.

**ADDITIONAL REQUIREMENTS:** Must have a valid Mississippi Driver’s License. Must pass a criminal background check, including local police check as well as the Child Abuse registry.

**CONFIDENTIALITY IS MANDATORY** when working with minors. All court proceedings, agreements/arrangements and documents must remain strictly confidential.

**HOURS OF OPERTAION:**

DAY	TIME
Friday	5:00p-11:59p
Saturday	12:00a to 11:59p
Sunday	12:00a to 11:59p
Monday	12:00a to 8:00a

**Pay Rate: \$13.00/ hour**

**PHYSICAL REQUIREMENTS:**

*The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more		X
Work involves the operation of earth-moving equipment or commercial motor vehicles		X
Work involves the operation of non-commercial motor vehicles	X	
Work involves the operation of tools such as axes, shovels, sling blades, etc.		X
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers or tractors		X
Work involves climbing or running		X
Work involves stooping, bending, twisting, or reaching out in unusual positions		X
Work above ground or floor level, such as on stools or ladders		X
Work in a relatively high average temperature over a long period of time		X
Work involves considerable physical exertion of the whole body over a long period of		X

time		
Work requires near vision (20 inches or less)	X	
Work requires distance vision (20 feet or more)	X	
Work involves the detection of color differences	X	
Work involves determination of the correct location of a sound, such as footsteps		X
Work involves hearing and understanding conversations or sounds	X	

**WORK ENVIRONMENT:**

*The environmental conditions marked below are common to this job.*

	YES	NO
Outdoor Weather Conditions		X
Wet, Humid Conditions (non-weather)		X
Work Near Moving Mechanical Parts		X
Work in High, Precarious Places		X
Fumes or Dust		X
Toxic or Caustic Chemicals		X
Extreme Heat (non-weather over 90° F.)		X
Low Noise (e.g., business office)	X	
Moderate Noise (e.g., light motorized equipment such as lawnmowers)		X
Loud Noise (e.g., jackhammer, heavy motorized equipment)		X