



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
8/9/24

Agency: Oregon Youth Authority

Facility/Operational Area: Development Services

☐ New

☒ Revised

This position is (Service Type):

- ☒ Classified (C)
☐ Unclassified (U)
☐ Executive Service (Z)
☐ Supervisory
☐ Non-Supervisory
☐ Management Service (X)
☐ Mgmt Svc - Supervisory (MMS)
☐ Mgmt Svc - Managerial (MMN)
☐ Mgmt Svc - Confidential (MMC)

SECTION 1. POSITION INFORMATION

a. Classification Title: JV PROB/SOC SV OF/JV COR COUNS		b. Classification No: C6632	
c. Effective (Established) Date: 07/01/2005		d. Position No: 0797158	
e. Working Title: Multicultural Services Coordinator		f. Agency No: 41500	
g. Section Title: Office of Inclusion and Intercultural Relations		h. Budget Auth No: 000681390	
i. Employee Name:		j. Union Repr. Code: <input type="checkbox"/> AFSCME (ACC) <input type="checkbox"/> SEIU (OXNI) <input checked="" type="checkbox"/> SEIU (OAI)	
k. Work Location (City/County): Tillamook / Tillamook County & Florence/ Lane County			
l. Supervisor Name: Griselda Solano-Salinas			
m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share			
n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	
		o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

p. Eligible for PERS Police and Fire Designation per **ORS 238.005**: ☒ Yes ☐ No

ORS 238.005(19)(t) Employees at youth correction facilities as defined in ORS 420.005 (Definitions) whose primary job description involves the custody, control, treatment, investigation or supervision of juveniles placed in such facilities.

OR

ORS 238.005(19)(u) Employees of the Oregon Youth Authority who are classified as juvenile parole and probation officers. ☐ Yes ☒ No

The mission of the Oregon Youth Authority (OYA) is to protect the public and reduce crime by holding youth in custody accountable and providing opportunities for reformation in safe environments. We accomplish this mission by providing or contracting for evidence-based and research-informed treatment, classroom education, vocational education, and opportunities for community engagement.

Our vision is that all youth who leave OYA go on to lead productive, crime-free lives. This vision reflects our philosophy that it is important for youth not only to remain crime-free, but also to build positive lives for themselves, their loved ones, and their communities. By becoming productive and contributing members of society, youth can help create a safer, healthier world, and give back to their communities.

The core values that guide us are integrity, professionalism, accountability, and respect. As stewards of the public trust, we display ethical and honest behavior in all that we do. We practice unwavering adherence to professional standards and perform our work competently and responsibly. We conduct our jobs in an open and inclusive manner, and take responsibility for the outcomes of our performance. We treat others with fairness, dignity, and compassion, and we are responsive to their needs. These values support our culture of positive human development, which provides supportive relationships, offers meaningful participation and community connection, and sets high expectations in a safe and opportunity-rich setting where engagement, learning, and growth occur.

We oversee the care and custody of youth ages 12 through 24 who commit crimes prior to their 18th birthday. We exercise legal and physical custody of youth committed to OYA by juvenile courts, and physical custody of youth who have been sentenced in adult courts and, due to their age, are placed with OYA. To serve youth, we operate 9 close-custody facilities throughout Oregon and oversee a range of community-based probation and parole options that include residential treatment programs and certified foster care homes. In total, we are responsible for the care and custody of approximately 1,600 youth at any given time. Of those youth, approximately 600 live in close-custody facilities, with the remainder located in community-based settings.

The agency is organized into several key service areas that contribute to the success of the youth we serve. Operational service areas are Community Services, Facility Services, and Health Services. Support service areas are the Director's Office, Business Services, and Development Services. We employ approximately 950 staff and operate with a biennial budget of approximately \$405.5 million Total Funds, of which approximately \$307.4 million is General Fund.

SECTION 2. PROGRAM AND POSITION INFORMATION

- a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.**

The Office of Inclusion and Intercultural Relations (OIIR) at OYA is dedicated to developing, supporting, and providing culturally responsive and specific services to OYA youth, with a focus on youth from diverse backgrounds or marginalized populations. Their mission is to foster the growth and development of youth through culturally responsive services and advocacy. The vision is for youth to gain cultural humility and positively contribute to their communities. OIIR's approach to working with youth is grounded in their core values of equity, collaboration, youth-centeredness, and cultural competence.

To ensure youth receive culturally appropriate services, OIIR collaborates with youth, their families, staff, contractors, and volunteers to develop and deliver a range of programs. Additionally, OIIR provides interpretation and translation assistance to youth and families, supports youth empowerment programs, and coordinates speakers, educational presentations, and special events at OYA's close-custody facilities to celebrate diversity and enhance cross-cultural awareness.

OIIR works with state, local, tribal and foreign national governments, as well as community partners throughout the state. OIIR provides leadership, advocacy, and guiding principles to assist the

Oregon Youth Authority in its ongoing efforts to become a culturally responsive organization and address the complex issues of a culturally and ethnically diverse agency.

- b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement, "The primary purpose of this position is to:"**

The Multicultural Service Coordinator's focus is providing cultural support to youth from diverse backgrounds and marginalized groups. This position coordinates and delivers culturally responsive services to youth and their families by providing direct service in close custody facilities and in the community. This position is responsible for providing training and consultation to agency staff and training and developing agency staff to recognize, refer and respond to identified concerns/needs of underrepresented youth and how to best match them with resources and services. This position networks with the community regarding youth needs and other topics related to youth and families from diverse backgrounds or marginalized groups,

This position works with OYA youth and families, including youth within a close custody facility or those on community supervision. This position requires, as a primary responsibility, strict adherence by each employee to security measures to assure custody, control, and supervision of OYA youth. Security and control take priority over all responsibilities. The employee in this position must be constantly vigilant and aware of potential breaches of safety and security and will be required to initiate an immediate and appropriate response to such breaches.

Contribute and promote a positive work environment that enables all employees to contribute to their fullest potential free from intimidation, harassment and/or discrimination and are treated with dignity and respect. Recognize the value of individual and cultural differences and create an environment where individuals' differences are valued.

Provide support to the agency's Family Engagement program. Engage in the delivery of staff training on family engagement. Facilitate the delivery of documents to youth, families and staff about family engagement programs and opportunities. Assist in providing resources to help families understand the juvenile justice process, and the development of opportunities for families to engage and connect with their youth throughout the youth's commitment to Oregon Youth Authority. This position will also be an active member of the Family Advisory Council.

Promote and support the value the agency places on EEO, AA, Diversity and Cultural Competency Principals through individual actions and dealing with employees, applicants, community partners, youth or families.

This position utilizes a diversity, equity, and inclusion lens focusing on creating equitable and just outcomes for all youth and staff. This position demonstrates commitment to understanding the importance of diversity, equity, and inclusion (DEI) and integrating DEI into decision-making, policy development, practices, processes, and how we approach our work.

SECTION 3. DESCRIPTION OF DUTIES

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services. Employees will do the following:

Perform position duties in a manner that aligns with the agency's core values and promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop positive working relationships with agency staff and managers through active participation in accomplishing group projects and in identifying and resolving problems in a constructive

manner. Demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful, and productive work atmosphere.

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

Percentages should not be in fractions (e.g., 7.5%) and not less than 5 %.

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

% of Time	N/R/NC	E/NE	DUTIES
Ongoing	N	E	DIVERSITY, EQUITY AND INCLUSION <ul style="list-style-type: none"> Practice and role model self-awareness and willingness to accept feedback about your own biases, assumptions, beliefs, emotions, and behaviors when interacting with others. Center work on equity, including decision-making at all points. Identify systemic inequities and barriers impacting equitable outcomes for youth from diverse backgrounds and marginalized groups in your program area(s) and support efforts to eliminate those barriers. Ensure diverse representation, including individuals from impacted groups, in projects and decisions. Work with OIIR team to develop and advance DEI priorities and set up systems to address those priorities. Provide youth equitable access to support, resources, and opportunities within your program area. Create safe environments for youth and families to meaningfully engage in services.
60%	R	E	PROVIDES DIRECT SERVICES TO DIVERSE YOUTH <ul style="list-style-type: none"> Works with the OIIR team and other OYA staff to offer culturally responsive services, such as cultural education, awareness, and support groups for OYA youth and families. Assists in planning and facilitating culturally specific group activities and campus events and celebrations to OYA youth statewide. Assists OIIR Director, OIIR team and OYA staff in delivering cultural, and diversity training for OYA staff statewide. Arranges or provides translation/interpretation services for youth and families, as needed, for communication with the facility, school or community providers. Advocates and provides support for OYA youth and families from diverse backgrounds or marginalized groups at case reviews and Multi-Disciplinary Meetings (MDT's). Assists limited English speaking youth and families in understanding OYA services, programs, and expectations. Responds to youth immigration concerns and provides support and guidance to youth and their families including coordination of translation services. Acts as a liaison between youth, families, government entities, parole officers, and the OIIR Director, as needed. Conducts individual interviews with youth for the initial and follow-up cultural services questionnaires to identify cultural needs and connect youth with services. Ensures custody of youth by locking designated lock doors, maintaining the security of keys and sharps, being alert to youth behavior, and

% of Time	N/R/NC	E/NE	DUTIES
			<p>alerting security for assistance when necessary (indicating preparation for or execution of escape, or behavior that could escalate to assaultive or other dangerous incidents). Security and control take priority over all responsibilities.</p> <ul style="list-style-type: none"> • Observes and monitors assigned areas and ensures youth in custody are free from sexual harassment, sexual abuse, and sexual assault from other youth in custody or staff. Reports incidents to the Professional Standards Office (PSO).
15%	R	E	<p>COMMUNITY OUTREACH/EXTERNAL PARTNERSHIPS</p> <ul style="list-style-type: none"> • Collaborates with community members, organizations, and other resources to coordinate the provision of mentoring, educational and cultural events for youth in OYA facilities and in the community. • Create and maintain community partnerships that align with the OYA Positive Human Development (PHD) initiative supporting youth treatment plans. • Work with teams, advisory committees, and groups to create safe environments for all to engage in conversations, planning, and projects • Actively engage with increasing subject matter knowledge to be more effective, efficient, and impactful of working with youth from diverse backgrounds or marginalized groups that may have a history of generational trauma. • Develop supportive pathways, resources, and connections to improve outcomes for youths under OYA care and supervision
15%	R	E	<p>SERVICE DOCUMENTATION</p> <ul style="list-style-type: none"> • Records youth attendance in individual, group, and/or family cultural activities, including the subject of activity and notes about specific youth participation. • Observes, evaluates, and records youth behavior, attitude, and performance in cultural activities. • Records unusual incidents and critical events in appropriate unit/facility logs or Youth Incident Reports and notifies appropriate staff of all pertinent matters.
10%		E	<p>TATTOO REMOVAL PROGRAM SUPPORT</p> <ul style="list-style-type: none"> • Assists the Tattoo Removal Program Coordinator facilitate/explains/provides support and encouragement between youth, staff, and physicians. Also assists with youth supervision as needed.
Ongoing	R	E	<p>OTHER DUTIES</p> <ul style="list-style-type: none"> • Attend and support OIIR team meetings and OYA advisory committees as assigned. • Runs errands on/off facility grounds when assigned. • Assists in the orientation of new staff.
100%			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

All OYA locations are tobacco free environments.

All OYA employees are expected to work using safe work practices and to follow all policies regarding safe work practices.

Work in a team environment. Help promote and maintain a harmonious work environment.

Daily face-to-face contact with adjudicated youth, some of which frequently resist instruction and exhibit verbally hostile or physically assaultive behavior. May be subject to a hostage situation.

Physical exertion to subdue out-of-control, combative, belligerent, hostile youth. May require use of reasonable force (including restraint equipment) during course of duties or during disturbances or other emergencies.

Staff may have potential exposure to communicable diseases. The consistent and effective use of appropriate infection-control materials and techniques is required.

Staff is expected to be a positive example and role model for the other staff and youth. The staff is to be supportive toward OYA field offices, as needed, and their policies and procedures. Being a positive role model includes, but is not limited to: no excessive absenteeism, personal appearance is neat, treats all human beings with respect, is a law abiding citizen.

Each employee is to provide a positive, affirming environment which values fellow employees and the people they serve.

Will adhere to OYA Policy Memo II-D-3.4 regarding interpersonal relationships with youth.

All OYA employees are expected to work using safe work practices and to follow all policies regarding safe work practices.

This position's base location is Rogue Valley YCF, however frequent travel throughout the state, including overnight travel, is required on a regular basis to provide on-site culturally responsive services, attend required meetings, conferences, training and presentations. The incumbent of this position must maintain a current and valid driver license.

Staff have flexible schedules and are required to accommodate evening and weekend events, groups and other youth services on a regular basis.

The majority of work is providing direct service to youth on-site - telecommuting from home may be permitted on a very limited basis and only with prior supervisor approval.

SECTION 5. GUIDELINES

- a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

Facility Procedure Manuals
Rules Governing the Conduct of staff and youth
State Laws
Fire and Sanitation Regulations

b. How are these guidelines used?

Daily operation is governed by these guidelines.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Who Contacted	How	Purpose	How On
OYA facility staff	Phone/in person	Coordination	Daily/weekly
OYA Central Office	Phone/in person	Coordination	Daily/weekly
Youth	Phone/In person	Coordination	Daily/weekly
Community agencies and organizations working with marginalized groups	Phone/in person	Coordination	Daily/weekly
Families of youth	Phone/in person	Coordination	Daily/weekly

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

This employee will be passionate, enthusiastic, and eager to deliver direct services with an inclusive perspective. This employee will work directly with young people to assist them on making positive changes in their life. Provide culturally appropriate services whether in a group setting or one on one. This employee will be open to members of different ethnicity, cultural, religion, sexual orientation and gender identity/expression, ability, and nationality. This employee will be a trailblazer with providing culturally specific opportunities to youth, staff, and families with a keen insight of improving outcomes for each youth and family. This employee will deliver training, support, and engage with community members.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position?

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Classification Title	Position Number	How	How Often	Purpose of Review
Director of OIIR	0795773	In person/phone/written	Quarterly and as needed	Review work/ communication, effectiveness, efficiency and personnel performance.

SECTION 9. OVERSIGHT FUNCTIONS —THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares and signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Understanding and knowledge of the history, traditions, and cultures of diverse groups through lived experience in order to support youth.

Ability to effectively provide cultural services (individually or group) to youth and families from diverse groups.

Knowledge of community organizations and resources for diverse youth and families throughout Oregon.

Ability to facilitate and support multicultural celebrations for OYA youth and families.

Ability to deliver cultural and diversity training.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Operating Area	Biennial Amount (\$00000.00)	Fund Type
n/a		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name, and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority
Signature

Date