



UMATILLA COUNTY

POSITION DESCRIPTION



Department: *Community Justice*
Position Title: *Juvenile Probation Counselor I*

Employee Name: _____

Effective Date: _____

Job Series: **Juvenile – Juvenile Division** **Salary Range:** **21A**
Union Covered: **Yes** **BOLI Exempt:** **No**

GENERAL DESCRIPTION OF POSITION

Responsible for providing supervision to youth in the community who have been placed on Formal and Informal Court Probation; monitoring youth and families for compliance with Formal Accountability Agreements or Formal Court Judgment and Dispositions; preparation of casework, including, case plans; assess referral information in consultation with Deputy District Attorney; conduct interviews with youth and families; make an investigation of youth referred to juvenile division and report thereon to the court; be present in court representing the interest of the youth when the case is heard; furnish such information and assistance as is needed by the court including taking charge of a youth before and after a hearing as may be necessary and/or directed by the court.

SUPERVISORY RELATIONSHIPS

This position reports directly to the Juvenile Division Supervisor who sets goals, assigns duties and reviews performance by observation, evaluation and conference.

PRINCIPAL DUTIES OF POSITION

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

- Supervise, monitor and continue evaluating youth through use of assessment tools in coordination with other service providers, while youth is on Formal or informal probation, insuring compliance with the Formal Accountability Agreement or Court Order; (EE)
- Use effective practices to build rapport, reinforce pro-social behavior, disapprove of anti-social behavior and teach new pro-social thoughts/behaviors to youth and family members to reduce risk of re-offense and assist youth in reaching their goals.(EE)
- Prepare written case plan within 30 days of youth being placed on Formal Accountability Agreement or Formal Court probation outlining key offense factors, risk factors and service needs, to include probation goals for youth and their family, reviewed monthly or as case plan changes with a written review of progress; (EE)
- Function as a resource person, counselor, advocate and advisor for youth on probation and

their families; (EE)

- Make proper referrals to appropriate agencies; (EE)
- Confer with other agencies, schools, counselors, police, defense attorneys regarding assigned youth; (EE)
- Prepare court documents and discovery as required; (EE)
- Present information regarding a dispositional recommendation to the court, taking into account risk factors, service needs and public safety, also presenting to the court information about the youth and his/her family through the use of case summaries and case plans; (EE)
- Maintain records necessary for effective probation casework, including all records and information in the Juvenile Justice Information System; (EE)
- When necessary take into protective custody any youth under probation supervision (EE)
- Transport detained or non-detained youth on probation;
- Set youth up on appropriate Alternative to Detention Program(s), completing all documentation, reviewing program documents with youth and parent(s)/guardian. (EE)
- Be “on-call” as scheduled by Supervisor; (EE)

OTHER DUTIES OF POSITION

- Attend meetings as required
- Take part in special projects and assignments
- Assist secretarial staff by answering telephone calls
- Participate in training as required
- Develops personal and work-related goals in conjunction with supervisor.
- Perform all other duties as assigned by the Director of Community Justice, Supervisor and/or the Office Manager

KNOWLEDGE, SKILLS AND ABILITIES

- Organizational skills
- Ability to work harmoniously with co-workers, and other community agencies, and individuals
- Ability to maintain CPR and First Aid card
- Ability to successfully pass required Juvenile Justice Academy
- Ability to use computers
- Ability to communicate professionally verbally and in writing
- Knowledge of the juvenile justice system, procedures and laws
- Knowledge about child and adolescent development and family structure

REQUIREMENTS FOR POSITION

- AA degree in Criminal Justice or Human Services with 3 years of experience providing direct services to children/adolescents and families, Bachelor Degree preferred
- Bilingual (Spanish) required
- Must be at least 21 years of age
- Valid driver’s license

- Physically able to transport youth at all hours of the day or night
- Excellent verbal and written communication skills
- Experience using computers
- Ability to work flexible hours as needed
- Ability to satisfactorily pass a comprehensive background check which shows no criminal history which could directly impact ability to perform job and drug test
- Knowledge of local community resources, especially community, judicial and law enforcement leaders
- Ability to pass criminal background check

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORKING CONDITIONS

- Daily contact with youth offenders who may exhibit hostile, assaultive behavior
- Daily contact with youth offenders or associates who may possess weapons and may represent a real and present danger.
- Enter closed custody facilities which requires, as primary responsibility, strict adherence by each employee to security measures at all times to assure the custody, control and supervision of youth offenders
- Staff is expected to conduct themselves in a professional manner, as a role model for other staff and youth offenders
- Staff is to be aware of and adhere to Umatilla County and Juvenile Division policies and procedures.
- Professional conduct includes but is not limited to; reliability; dependability; regular and punctual attendance in order to provide consistent services; provide public safety; neat personal appearance; treating all humans with respect; and being a law-abiding citizen
- Work irregular hours including weekends, Holidays and evenings
- Frequent driving, some during inclement weather

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date