



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

This position works directly with culturally and socially responsive organizations, applicable school districts, administrators, principals, and counselors to navigate the successful re-entry into school after exiting the school program at a Juvenile Detention Center and/or a Juvenile Residential Treatment Program. This position is also responsible for providing supervision to youth in the community who have been placed on formal or informal probation; monitoring youth and families for compliance; preparation of casework, including, case plans; assess referral information in consultation with Deputy District Attorney; conduct interviews with youth and families; and present cases to 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.

- Facilitate a collaborative, consistent and comprehensive response for youth who make threats to others. Be responsible for the implementation of a continuum of services, including prevention services and a best practices threat assessment model within the Umatilla County education districts. Implementation of the threat assessment model will require multi-agency collaboration between the schools, law enforcement and Umatilla County Juvenile Division. (EE)
- Provide consultation, technical assistance, training, and support to schools, law enforcement, behavioral health, juvenile justice, child welfare and other community partners regarding the practical application of the threat assessment policies and procedures. (EE)
- 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, ensuring 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 plans within 30 days of youth being placed on Formal Accountability Agreement or formal court probation and will be 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)
- Prepare and complete written reports and forms timely and accurately, as required. (EE)
- Assist in preparation of legal documents and other correspondents with the public and the courts. (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.
- Perform search of youth prior to transport for contraband.
- 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)
- Prepare and document any correspondence with victim’s assistance program.
- Monitor youth on conditional release. (EE)
- Monitor youth in alternative to detention programs in the community. (EE)
- Assist in placing youth up on GPS monitoring, completing all paperwork. (EE)
- Report to probation counselor or Juvenile Division supervisor, any violations of conditional release agreement and/or violations of alternative to detention programs. (EE)
- Visit youth at home, work, school and/or in the community. (EE)
- Collect urine samples for drug screening. (EE)
- Provide case management coverage in the absence of probation counselor. (EE)
- Assist in supervision/coordination of youth on work crew, including transportation for work crew as required. (EE)
- When assisting with work crew, demonstrate and instruct youth in the proper use of tools and tool safety. Enforce safety rules. (EE)
- Report violations of work crew policies and procedures to probation counselors and work crew coordinator. (EE)
- Take appropriate emergency actions as needed (CPR, First Aid, and Security). (EE)
- Teach basic work skills to youth on work crew. (EE)

- Ensure all assigned tasks are complete to work crew standards. (EE)
- Provide for the security of the public and private property at job sites. Report violations of the law to the appropriate law enforcement agency. (EE)
- May need to provide notary services to Juvenile Division staff. (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 with project or program planning, organization and/or implementation
- 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 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