



## **Juvenile Probation Officer II**

### **Lake County**

#### **SUMMARY**

Supervise, monitor and evaluate juveniles, their families, and significant others. Assumes primary case management responsibilities for youth referred to the Juvenile Services Department. Handles cases which are more serious and assists in training other staff. Assists victims and the community in resolving issues related to juveniles. Works closely with all agencies, private and public practitioners, and the general public to provide both intervention and parole / probation services to assist juvenile offenders.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

##### **Caseload Management:**

Develop a one-to-one relationship with each client and family unit to order to assist, evaluate and monitor the progress of the client.

Provide on-going assessment of client and family regarding treatment needs.

Monitor and direct the client's activities and make necessary collateral contacts (home, school, work, police, counselors) to assure compliance with court orders, conditions of parole/probation and/or case plan.

Provide on-going assessment of the clients' risk to the community to determine if any alternative case plan, community placement or other resource is appropriate.

Develop appropriate case plan and placement resource, if needed, that meets the needs of each individual client with consideration given to the community, least restrictive placement, client's education, employment and chances to succeed.

Maintain contact with the client's family and when appropriate extended family to keep them informed of the client's treatment goals and progress towards completing the case plan.

Support youth in adjustments to family, school, and community with direct services and/or referrals.

Conduct periodic urinalysis testing to determine client's compliance with parole/probation conditions regarding prohibitive use of alcohol and other controlled substances.

Conduct authorized searches of client's person, possessions, vehicle or residence for the purpose of gathering evidence regarding probation/parole violations.

Develop and monitor youth employment opportunities.  
Maintain accurate case notes, records and statistics related to clients under your supervision.

Attend staff meetings, interagency meetings, community education meetings, workshops, and training sessions to improve communications, services and abilities as they relate to the services provided by the Juvenile Services Department.

### **Intake Screening:**

Review police reports, school referrals, parent referrals or self referrals for legal sufficiency and appropriate action.

Interview and/or confer with client, attorneys, family, victims and other concerned persons, and review documents pertaining to the client to formulate a rehabilitation plan.

Determine an appropriate level of intervention for each case.

Make referrals to outside resources when appropriate.

### **Coordinate Legal Process:**

File petitions, motions, probation violation proceedings and orders.

Represent the Juvenile Services Department in Court and present case.

Prepare court reports which include background information and recommendations.

Recommend appropriate dispositions and follow-up on case as directed by the Court.

### **Crisis Intervention:**

Respond to family crisis to help resolve disputes and issues in an appropriate manner.

Respond to referrals after regular hours when required.

Share 24-hour on-call availability with other Juvenile Services Department staff.

Respond to co-workers' cases in their absence.

### **Liaison:**

Act as a liaison between client, family, community, treatment resource and/or Youth Correctional Facility.

Maintain contact with each appropriate agency to relay client's progress in treatment, thereby including the community in the client's case plan.

Maintain close professional working relationships with courts, attorneys, schools, community

resources, and counseling agencies to ensure that each client is provided with the best possible opportunities for achieving his or her goals.

Access community resources that will assist clients with treatment needs.

### **Community Relations:**

Represent the Juvenile Services Department in contacts with other local, statewide and national social service and law enforcement agencies and to the community at large.

Assist other agencies in prevention efforts by participating in educational efforts, or providing information and technical assistance.

### **NON-ESSENTIAL DUTIES:**

Apprehend clients when required. Take or authorize protective custody of youth when appropriate.

Attend staff meetings and placement interviews and case reviews at residential treatment programs and Youth Correctional Facilities across the state. Provide transportation to clients and families when needed.

Provide **non-secure** custody transports of clients when required.

Encourage and participate in positive recreational, social and educational activities with clients.

Assist in community efforts to prevent youth from entering the juvenile justice system.

### **OTHER:**

Each employee is expected to provide a positive, affirming environment which values their fellow employees, clients, families they serve and the diversity of the community in which they work.

Each employee is expected to participate in short and long term program and service planning of the Department.

Each employee must be able to maintain confidentiality of protected information and release information only pursuant to applicable policies and procedures.

The person in this position must possess the education and training to successfully handle more legally complex cases and cases with a greater level of family dysfunction. The person must have the experience, training, and judgment to assume responsibility for sensitive cases.

### **SUPERVISORY RESPONSIBILITIES:**

In the absence of the Director, this person must be able to assume the Director's responsibilities and duties as they relate to urgent casework decisions or urgent administrative decisions.

## **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be 21 years of age or older at time of employment. Must be able to read and write the English language. Must be certified as a Juvenile Probation Officer by the Oregon Juvenile Department Director's Association, as prescribed by Oregon Administrative Rules. Must be able to use a telephone, dictation equipment, a computer terminal, copy and fax machines and be able to drive an automobile.

## **EDUCATION and/or EXPERIENCE:**

A four (4) year degree from a certified college or university in a related field such as corrections, psychology, or social work, or a comparable amount of experience working in a related field with juveniles is preferred. This person needs some amount of work experience, preferably with juvenile offenders, which would provide knowledge of the juvenile code, criminal code, applicable administrative rules, and case law and thorough knowledge of resources available to adolescents and families. This work experience must demonstrate a knowledge of accepted social work practice, ability to successfully apply juvenile justice philosophy, and skill in individual and family intervention. Any combination of education and experience that demonstrates the ability to perform the essential functions of the job may be considered qualifying.

## **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to management, public groups and/or boards of directors.

## **MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply basic concepts of algebra and geometry.

## **REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Must possess sound judgment and be capable of making decisions in crisis situations to minimize risk to self, client, client's family and/or community.

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

Must possess a valid Oregon driver's license, without record of suspension or revocation in any state.

## **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 functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and sit. The employee is frequently required to spend long hours driving through varying terrains and/or adverse conditions. The employee is occasionally required to stand and use hands to finger, handle, or feel.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

## **COMPENSATION:**

This is a non-exempt, union position classified under the Teamsters Union. Salary range is \$3,502 to \$4,469 monthly.