JOB TITLE: Juvenile Probation Officer  DATE: 11/6/2018
POSITION(S): Emergency Operations
EMPLOYEE: Classification: Tier 4
DEPARTMENT: Juvenile Justice
SUPERVISOR: Earnestine Sanders
TITLE: Deputy Director-Casework
EMPLOYMENT STATUS: REGULAR [X] TEMPORARY [ ] FULL-TIME [X] PART-TIME [ ] INTERN [ ]
HOURS WORKED: 40 PER WEEK EXEMPT [ ] NON-EXEMPT [X]

OVERALL PURPOSE AND OBJECTIVE

The purpose of this position is to assist in the rehabilitation of juvenile offenders. This consists of supervising juveniles placed on probation or deferred prosecution.

MAJOR RESPONSIBILITIES

1. Supervise and counsel juveniles that are placed on probation or deferred prosecution at Progressive Levels I-V, as well as performing all duties associated with case management.
2. Conduct regular home, school, employment and office visits.
3. Document all contacts regarding the child and family.
4. Preparation of various written reports including but not limited to violation reports, social history, and case plans and various assessment instruments as instructed, conduct interviews and provide court testimony.
5. Enforce the orders of the Court and deal appropriately with violations of the court order per departmental policy.
6. Perform drug screens on juvenile offenders.
7. Make referrals to appropriate agencies and treatment providers and
8. Able to react to change productively and handle other essential tasks as assigned.
9. Performs PACT assessments and re-assessments as required by department standards.
10. Completes case plan and reviews as required by department standards.

This position is moderately supervised.
This position does not have any supervisory responsibilities.
This position requires fluency in English. This is due to the vast majority of the clients speaking the English language.

MINIMUM QUALIFICATIONS

To be eligible for appointment as a Probation Officer, a person must (1) be of good moral character; (2) have a bachelor’s degree conferred by an accrediting organization recognized by the coordinating board, Texas college and University System; (3) must have either one year of graduate study in criminology, corrections, counseling, law, social work, psychology, sociology, or other field of instruction approved by the Commission or one year of experience in full-time casework, counseling, community or group work in a social service, community, corrections, or juvenile agency that deals with offenders or disadvantaged persons and that is determined by the Commission to provide the kind of experience needed to meet this requirement, and must have satisfactorily completed the court of pre-service training or instruction, have passed the tests or examinations, and possess the level of certification as the Commission may prescribe.

This position requires a basic knowledge of typing and some computer literacy. Test may be required.

Other training or special abilities include: ability to communicate orally or in writing; knowledge of the Texas Family Code/Texas Penal Code; ability to organize workloads; set priorities and carry out assignments in a timely manner; training in conducting drug testing.

Preference may be given to applicants who possess one or more of the following credentials:

1. Experience in working with juveniles in mental health or substance abuse treatment settings;
2. Experience in working with juvenile sex offenders.
The following factors are important to successful performance in this position: problem solving, analytical ability, communication skills and interpersonal skills. Possession of these abilities is essential to work as a probation officer. Some of the specific requirements that make these factors important are: extensive writing, both in the form of documentation and in the preparation of various reports; extensive communication with other agency professionals and probation staff; juvenile offenders and their families; assessing the individual needs of juvenile offenders; preparing plans of action for juvenile offenders based upon their individual needs.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Must be reliable and motivated towards helping others; be mature, patient, and show evidence of personal qualities or character and empathy; be able to use good judgement, able to control temper, relate in a friendly manner and follow guidelines, policies, and procedures; and be able to work in close contact with children (10-16 years of age) and must be able to work with physical, emotionally disturbed, and or violent children.
2. Basic Typing Skills (minimum of 35 words per minute) and basic knowledge of computers.
3. Ability to communicate fluently, both written and oral, in English.
4. Should have a sense of responsibility, initiative and professionalism.
5. Ability to make sound judgments; communicate fluently, both written an oral, in English; work independently; and plan, organize, and coordinate work in situations where numerous diverse demands are involved.
6. Have respect for clients and colleagues, and a desire to help people.
7. Must have transportation and appropriate, current Texas Operator’s License.

**WORKING CONDITIONS:**

Other conditions associated with this position require: a minimum of 40 hours per week; travel to client’s home, school and employment; physical restrain of juveniles, etc. Due to the amount of driving required (school visits, home visits, etc.) officers must have a Texas Drivers License, liability insurance and a dependable vehicle.

This position requires the probation officer to work with and transport delinquent youth with the possibility of being exposed to volatile situations. The threat of having to physically restrain violent youth, who could pose harm to themselves or others, exists at all times.

**PHYSICAL DEMANDS:**

The following physical demands would exist in the everyday duties of this job. Standing (20%), Walking (20%); Sitting (60%); Lifting and Carrying (1-15lbs.); will be handling paperwork and files; communicating with clients, agencies, co-workers in normal course of business. Seeing and depth perception for driving and reading files.

**CONFIDENTIALITY:**

This position has access to juvenile’s criminal records, social histories, school records, psychological evaluations, psychiatric evaluations, etc.

**CERTIFICATION**

Eighty (80) hours on in-hire training that is approved by the Texas Juvenile Justice Department to become certified as a Juvenile Probation Officer. Must receive Sixty hours (60) every two years to maintain certification (hold certification throughout employment). Must also acquire and maintain current certification in CPR, First Aid and Handle with Care.

**ACKNOWLEDGEMENT**

Upon job offer, applicant must be able to pass background check, drug test and psychological exam. Background check is subject to annual review.

*THIS STATEMENT ACCURATELY DESCRIBES THE WORK REQUIRED IN ONE POSITION OR IN EACH OF A GROUP OF POSITIONS IN THE ABOVE ORGANIZATION.*

*THE ABOVE DESCRIPTION, WITH SUPPLEMENTAL MATERIAL, IS ADEQUATE FOR PURPOSES OF EVALUATION.*

____________________________________________________________
Signature of Approving Supervisor  Date

_________________________________________  __________________
Signature of Employee  Date