



JOB DESCRIPTION

Title	Juvenile Probation Counselor	Created	Sept. 2012
Department	Juvenile	Revised	
Job Class	A 18 3	Safety Sensitive	Yes
Labor Union	AFSCME Local 2746 Courthouse/Roads	FLSA	Non-exempt

Purpose

Individual will have experience with caseload activities involving professional assessment, supervision, casework, and rehabilitation of youth offender. Individual will provide leadership to youth offenders, families, community, courts, department staff and intern students. Individual will participate in inter-agency and community education programs aimed at services to youth. Individual will supervise unadjudicated, adjudicated, and formal probation youth at risk to repeat offend in the community or at residential programs. Individual will work independently with minimal supervision and demonstrate a high level of commitment, professionalism, and responsibility.

Essential Functions

- Review police reports and determine appropriate course of action. Manage, counsel and supervise an ongoing caseload of adjudicated youth and juvenile offenders on formal probation. Conduct screenings/assessments with referred youth and their parents to determine risk factors and a formal disposition for accountability, reformation, and restitution to victims and the community. Conduct interviews with school and other authorities, social agencies and attorneys. Prepare court reports for recommendation to judge for appropriate disposition of juveniles found to be delinquent.
- Assure that offenders know and understand their legal rights. Prepare necessary paper work for assigned cases and maintain documentation of all contacts made and action taken. Ensure confidentiality of clients is maintained when appropriate.
- Formulate and present recommendations to the court regarding: detaining/releasing offenders, dispositional recommendations, treatment issues, and residential placements, and Youth Correction Facility commitments.
- Prepare petitions, dispositional court reports, case plans, and other legal documents. Establish and maintain court files, ensuring accurate and complete documentation.
- Supervise juveniles assigned to probation to ensure compliance with court-ordered probation, including restitution, community service, treatment, and detention when required. Personally, assess home, school, employment and community performance by regular direct contact both in person and by telephone. Authorize secure detention and shelter care placements of youth, if appropriate. Impose sanctions on clients as a result of violations. Make recommendations for out of home placements when appropriate. Transport in custody youth as needed.
- Develop treatment plans and contracts to achieve behavior change for assigned juveniles and their parent(s)/guardian(s), coordinating with outside agencies such as schools, employers, alcohol and drug treatment, and mental health services as appropriate. Counsel and assist youngsters and their families. Intervene effectively at the point of crisis.
- Participate in staff meetings regarding case management and department policies. Participate in any other meetings and conferences as required. As assigned, make oral presentations to various civic, social and education groups regarding the purposes and functions of the Department.
- Perform after-hours and weekend on-call services to law enforcement agencies within the



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County related to department programs.

- May perform other duties as assigned.
- Follow all safety rules and procedures established for work areas.

Auxiliary functions:

Enter and retrieve client information on the computer. Provide client transportation as needed. Submit clients to medical tests, including urinalysis as necessary. Maintain work areas in a clean and orderly manner.

Mandatory Qualifications

Knowledge of the juvenile justice system. Skills in interviewing, investigating, case management and treatment techniques and their application to juvenile probation work. Bachelor's degree in sociology, psychology, criminal justice, social work or closely related field. Minimum of one year experience in juvenile, justice or related field. Combination of experience and education will be considered. Must possess and maintain driving privileges in the State of Oregon.

Desired Qualifications

Previous casework experience. Knowledge of the Oregon juvenile justice system, partner agencies and Oregon statutes related to juvenile justice. Fundamental Skills Certification from the Oregon Juvenile Department Directors Association.

Physical Demands

Physical demands on the position involve moving materials, books, files, etc., weighing up to 20 pounds; Employee may be required to deal with violent and combative individuals requiring considerable physical exertion; use of a keyboard, telephone and motorized vehicle.

Working Conditions

Typical working office environment approximately 60% of work time; approximately 40% of work time is spent in the field including schools, homes of juveniles and work site visits where violent and combative juveniles and unpleasant environmental conditions may be encountered. The Juvenile Counselor also performs the task of obtaining observed urine sample for urinalysis drug screening. Working conditions may include afterhours and weekend on-call duties.

Supervisory Responsibility

May provide information and assistance to personnel, community partners, and to detention staff.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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