



# JOB DESCRIPTION

<b>Title</b>	<b>Juvenile Probation Counselor - Lead</b>	<b>Created</b>	Jan. 2013
<b>Department</b>	Juvenile	<b>Revised</b>	
<b>Job Class</b>	A 20 3	<b>Safety Sensitive</b>	Yes
<b>Labor Union</b>	AFSCME Local 2746 Courthouse/Roads	<b>FLSA</b>	Non-exempt

## **Purpose**

This is the highest level of the Juvenile Probation Counselor classification. Individual will have considerable experience with caseload activities involving professional assessment, supervision, casework, monitoring, and rehabilitation of youth offenders. Individual will act as a lead worker and mentor and provide training, guidance, and instruction to juvenile counselors and staff, as well as provide training to new juvenile counselor staff and intern students. Individual will participate in inter-agency and community education programs aimed at services to youth. Individual will supervise youth representing an increased risk to repeat offend in the community. Individual will work independently with minimal supervision and demonstrate a high level of commitment, professionalism, and responsibility. Act as Juvenile Director as directed pursuant to union contract.

## **Essential Functions**

- Individual will act as a lead worker and mentor to juvenile counselors and support staff; provide training, guidance, and instruction to staff, as well as provide ongoing training to new staff and intern students. Serves as a liaison for juvenile department with courts, police departments, school and community agencies.
- Review police reports and determine appropriate course of action. Manage, counsel, supervise an ongoing caseload of juvenile offenders on formal probation and assign new cases to probation staff for formal and informal 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 and assist them to obtain legal representation as necessary. 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.



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- Prepare petitions, dispositional court reports, reformation 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. Prepares Interstate Compact agreements and coordinates transportation of youth across state lines.
- 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 youth offenders 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 County related to department programs.
- May perform additional duties as assigned.
- Follow all safety rules and procedures established for work areas.

Auxiliary functions include:

- 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***

Extensive knowledge of the juvenile justice system. Skills in interview, 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. Ten years of experience in juvenile justice OR an equivalent of education and experience including a Bachelor's degree in a behavioral science or related field with major course work in behavioral science, childhood development or criminal justice and five years' experience as a juvenile counselor, with OJDDA certification.

Possess and maintain driving privileges in the State of Oregon.

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## ***Desired Qualifications***

Extensive knowledge of the Oregon juvenile justice system, partner agencies and Oregon statutes related to juvenile justice. Fundamental or Advanced Skills Certification from the Oregon Juvenile Department Directors Association.

## ***Physical Demands***

Physical demands on the position are minimal involving moving materials, books, files, etc., weighing up to 20 pounds; use of a keyboard, telephone and motorized vehicle.

## ***Working Conditions***

Typical working office environment approximately 70% of work time; approximately 30% of work time is spent in the field or communities including schools, court, homes of juveniles and work site visits where violent and combative juveniles and unpleasant environmental conditions may be encountered or at community meetings/staffings. The Juvenile Counselor III also performs the task of obtaining observed urine sample for urinalysis drug screening. Working conditions may include after-hours and weekend on-call duties.

## ***Supervisory Responsibility***

Provides information, mentoring, training, and assistance to juvenile department personnel regarding procedures and policies, Oregon statutes, and case management. Assigns offender caseloads and provides direction to juvenile caseworkers and support staff. Fills in for Juvenile Director as needed pursuant to union contract.

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.