

JOB DESCRIPTION

Job Title: Juvenile Probation Officer

Last Update: 04/24/2018

Department: Lincoln County Probation

Reports To: Probation Director

And Magistrate Judge

General Statement of Duties: Supervision of Juvenile Probation Department and all the projects, programs and services it offers including: community outreach, early intervention, competency develop, restorative processes, and supervision of juvenile offenders on diversion and probation.

DUTIES AND RESPONSIBILITIES:

JUVENILE PROBATION OFFICER:

- Assist in the creation of programs to meet the needs of the Lincoln County juvenile offender population, including, but not limited to prevention programs.
- Attends Court hearings as necessary.
- Maintains records of actions taken regarding juveniles on probation, or diversion programs.
- Measure and analyzes data regarding recidivism and positive youth outcomes.
- Gathers essential information as needed for Social History and Diversion Intakes.
- Conducts Social History and Intake appointments with parents, or guardian, and juveniles and provides reports to the court with recommendations prior to disposition hearing, using the Pre-Screen and Full PACT 2.0 Reports.
- Reviews disposition information and probation requirements with probationers and the parents/guardians of juveniles ensuring understanding of the terms of the court's orders.
- Review risk assessment with parents/guardians and juvenile, ensuring understanding of the recommendations to the court and develops case plans with juveniles, their families and schools aimed at reduction of risks to reoffend and /or enhancement of protective factors.
- Monitors probation terms to ensure completion of the Court's order.
- Coordinates with Detention Center Social Worker regarding juveniles in detention.
- Administers urinary analysis/alcohol testing as required.
- Communicates and works in tandem with; other agencies and entities.
- Attends screenings with Department of Juvenile Corrections District Liaison and the screening team to determine recommendations for the court on youth who may be committed to the state of Idaho.
- Complete Waiver Reports for the Court as ordered.
- Perform other related duties as required.

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COMMUNITY SERVICE COORDINATOR:

JUVENILE AND MISDEMEANOR

- Schedule community service times and where you want them to meet.
- Keeping accurate records of hours for each client.
- Reporting community service hours to Juvenile and adult entities.
- Check for community service fees paid before having clients participate in C/S.
- Create a safe working environment.
- Supervise as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of individual and group behavior
- Knowledge of criminal and juvenile justice laws, and the Balance and Restorative Justice Model.
- Ability to communicate clearly in stressful situations.
- Ability to maintain confidentiality.
- Principles and practices of organization, planning, records management and general administration.
- Knowledge of principles and practices of basic office management and organization.
- Knowledge of the basic principles and practices of bookkeeping.
- Skills in prioritizing multiple tasks and managing projects; establishing and maintaining effective working relations with co-workers and clients.
- Ability to work well either alone or a part of a team.
- Ability to work in a fast pace environment.
- Ability to multitask with multiple interruptions.
- Possess a valid Idaho Driver's License.

LANGUAGE SKILLS:

- Ability to read, analyze and interpret court documents, assessments and evaluations, ability to write detailed and clear reports, complete accurate progress notes regarding clients, clear and concise verbal communication skills, competent in preparing and presenting information for community outreach and required presentations.

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QUALIFICATONS:

- High Scholl Diploma or equivalent and education or work experience in Juvenile Justice or related field.
- Public Relations skills.
- POST certification eligible.
- Knowledge of Juvenile and Misdemeanor Court systems.
- Computer experience.
- Ability to handle stressful situations and respect confidentiality of office.
- Fingering, grasping, annual dexterity to perform office function (i.e. typing, filing, collating, operating office equipment etc.) talking and hearing (in person and on the phone).
- Sitting with intermittent moving within the office environment.
- Ability to perform essential duties efficiently and accurately with or without accommodations and without endangering incumbent or other employees

ADDITIONAL

- Climbing, stooping, kneeling, reaching, standing, walking and lifting (20lbs).