



COUNTY COMMISSIONERS
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HUMAN RESOURCES DEPARTMENT
KAREN KING, DIRECTOR
CYNTHIA SCARAMAZZA, DEPUTY DIRECTOR

JOB DESCRIPTION

Job Title: Juvenile Probation Officer I
Department: Juvenile Probation

Bargaining Unit: Laborers 964 Union

Definition:

Juvenile Probation Officer staff perform the daily operations of the department and in accordance with The Juvenile Act, 42 PA C.S.A §6301, provide for children committing delinquent acts programs of supervision, care and rehabilitation which provide balanced attention to the protections of the community, the imposition of accountability for offenses committed and the development of competencies to enable children to become responsible and productive members of the community. We are to also achieve the foregoing purposes in a family environment whenever possible, separating the child from parents only when necessary for their welfare, safety or health or in the interests of public safety, by doing all of the following: employing evidence –based practices whenever possible and, in the case of a delinquent child, by using the least restrictive intervention that is consistent with the protection of the community, the imposition of accountability for offenses committed and the rehabilitation, supervision and treatment needs of the child.

Essential Duties of the Position:

NOTE: An employee assigned to this title shall perform a majority, but may not perform all, of the duties listed in this job description.

Daily / Weekly Activities:

- Make recommendations to the Court, including, but not limited to, development of case plans goals and activities for each client based on their YLS risk level, dispositional outcomes and presentation of evidence. *Please see attached Evidence Based Section.*
- Prepare documentation for request of courtesy supervision / transfer of disposition/interstate compact to home county/State of client
- Maintain all files with necessary paperwork
- Review all court orders for accuracy
- Supervision and monitoring of client's behavior and compliance with the Supervision Rules of Probation and Case Plan goals
- Collection and submission of DNA when necessary
- Adherence to best practices /departmental procedures
- Conduct home, school and community visits regularly during supervision of clients
- Provide documentation via case notes of any and all contact regarding a juvenile's supervision
- Make referrals to in-home services and monitor adherence to programming i.e. attendance, behavior

- Maintain co-lateral contact with parents/guardians, schools, service providers and referring counties/states
- Use graduated response best practice to address non-compliance of clients
- Monitor the collection of payments: court costs / restitution
- Administer Cognitive Behavioral Interventions
- Request court hearings for review
- Prepare placement recommendation referral packets when necessary
- Preparation of Court Reviews with recommendations to the Court
- Update YLS and Case Plans as needed and per best practice standards
- File judgments and necessary paperwork to request administrative probation
- Complete all case closing paperwork

Ongoing Activities:

- Individual staff meetings for caseload supervision
- Attend any designated training to adhere to a minimum of 40 hours per year
- Monthly staff meeting with documentation of file notes
- Attend regional and state meetings/trainings regarding the implementation and progress of the Juvenile Justice System Enhancement Strategy as directed by supervision
- Serve on community and state boards as designated by the Chief JPO. E.g.: CASSP (Child Adolescent Service System Program), Systems of Care, Lawrence County Prevention Coalition, NGA, MDT, Suicide Prevention, Children in Disasters Board, Complex Case and attend meetings as scheduled.
- Determine the need for pre and post adjudicatory shelter or detention in accordance with the Juvenile Act
- Provide training seminars when required
- Complete any task as designated by the Chief JPO or Deputy Chief JPO

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Requirements:

- A. **Education:** Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice, Psychology, Social Work or related field or its equivalent with a minimum 18 credits in the Social Sciences

AND

- B. **Experience:** At least two (2) years of experience which has involved substantial contact with juvenile clients. Possession of a Master's Degree in psychology, social work, counseling or criminal justice may be substituted for up to two years of the general experience requirement.

Certification / License:

Must successfully complete a criminal history investigation (federal and state of Pennsylvania) and child abuse clearances in accordance with the standards of the Juvenile Court Judges' Commission (JCJC).

Must attend JCJC mandatory 40 hours of annual training.

Employees assigned will be required to possess and maintain a valid and current motor vehicle operator's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Firearms and Taser Certification as outlined in the Continuum of Force Best Practice

Maintain a valid Concealed Weapons Carry Permit

Maintain all Master Instructor/Trainer Certifications

Job Performance Measurements:

6304 Powers and Duties of probation officers:

- Make investigations, reports, and recommendations to the courts.
- Receive and examine complaints and charges of delinquency of a child for the purpose of considering the commencement of proceedings under this chapter.
- Supervise and assist a child placed on probation or in his protective supervision or care by order of the court or other authority of law.
- Make appropriate referrals to other private or public agencies of the community if their assistance appears to be needed or desirable.
- Take into custody and detain a child who is under supervision or care as a delinquent or dependent child if the probation officer has reasonable cause to believe that the health or safety of the child is in imminent danger, or that he may abscond or be removed from the jurisdiction of the court, or when ordered by the court pursuant to this chapter or that he violated the conditions of his probation.
- Perform all other functions designated by this chapter or by the order of the court pursuant thereto.
- Knowledge of the principles and policies of the juvenile justice system including laws, statutes, Rules of Juvenile Court Procedure and legal precedents.
- Knowledge of the principles, methods and practices of investigations, supervision and reporting in probation work.
- Knowledge of State and local judicial practices and procedures applicable to juvenile offenders.
- Ability to prepare concise and accurate reports and records.
- Knowledge and ability to navigate and input into the PA Juvenile Case Management System

Four Core Competencies:

- S.M.A.R.T. Case Planning:
The ability to develop a deliberate strategy for addressing the top criminogenic needs of a client that is based on a YLS assessment while taking into account the responsivity factors of the juvenile.
 - Knowledge of available community resources dealing with social, psychological, medical and economic and other elements affecting juveniles.
 - Knowledge of departmental best practices and procedures.
- Professional Alliance:
The ability to establish a meaningful relationship with clients through the use of

interpersonal skills and traits to achieve desired long-term results.

- Knowledge of Cognitive Behavioral Interventions.
 - Ability to establish and maintain professional alliance with members of the judiciary, officials of other local, State and Federal agencies, community groups and organization and the public.
 - Competency in Motivational Interviewing
- Skill Practice:
The ability to practice with clients newly learned behaviors/skills, in the form of role playing (i.e., skill practice) for them to bring back to their own environment.
 - Rewards & Sanctions:
The ability to use your authority to address positive and negative behavior in a manner that is certain, swift and timely, while taking into account the responsibility factors of a client

Working Conditions:

Work is normally performed in a typical interior/office work environment however community field work is also required.

Off hour work times are required. (E.g. 11:30 am - 7:30 pm, 3:00 pm - 11:00 pm)

Moderate physical activity.

May require physical effort including lifting up to 25 pounds.

May be required to sit, stand, or walk for extended periods of time.

Exposure to computer screen

Will require a valid driver's license

LINE PROBATION OFFICER

Supervision:

The Probation Officer position reports directly to the Deputy Chief Juvenile Probation Officer for Court/Services and adheres to any directives given and subsequently to the Chief Juvenile Probation Officer.

Essential Duties of the Position:

NOTE: An employee assigned to this title shall perform a majority, but may not perform all, of the duties listed previously.

Revised 12/31/2018

Posted March 25,26,27,28, and close of business March 29, 2019

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