

EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	Community Justice	CLASSIFICATION:	207
SUPERVISOR:	Director, Community Justice	SALARY RANGE:	E05
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Oversee the daily operations of the Juvenile Division, working closely with the Director on the planning and direction of the Division. Supervise Juvenile Probation Officers and support staff. Perform professional casework services, counseling, crisis intervention, guidance and supervision of children and families under departmental jurisdiction. Serve as and perform all duties assigned to 'Juvenile Counselors' under ORS 419A.010 (1) (a) and 419A.012. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supervise staff, including assigning and reviewing work, evaluating performance, training and recommending necessary disciplinary action. Handle employee complaints and effectively recommend on hiring and dismissal decisions.

In conjunction with the Director, develop and maintain current plans, procedures and policies for administration of the program for supervision of maladjusted and delinquent minors. Provide for training of staff members.

Supervise a caseload of juvenile offenders on probation or diversion in the community.

Conduct casework interviews with maladjusted, delinquent or neglected minors and their families to diagnose and treat individual and family problems. Investigate and evaluate out of home placement for minors. Conduct counseling interviews with minors and their families to aid in the solution of individual and family conflicts.

Confer with families regarding individual problems of minors and answer public inquiries concerning departmental policies and administrative decisions.

Address civil groups to explain and interpret policies and the goals of the juvenile program.

Screen intake referrals for legal sufficiency and appropriate action in conjunction with the District Attorney's Office. Present social and jurisdictional histories, facts of cases and dispositional recommendations to the Court upon request. Carry out dispositions ordered by the Court.

Prepare correspondence, departmental reports, progress reports, legal petitions and court reports.

Work with department staff, other social work agencies, schools, churches, public health agencies, law enforcement agencies and others to develop and implement treatment and rehabilitation programs for individual cases.

Evaluate placement decisions and supervise youth in and out of home placement, residential care and detention.

Provide secure transport of juveniles with knowledge and use of correct restraints.

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In conjunction with the Director, develop and coordinate youth diversion programs. Prepare or assist in preparation of grants, written reports and record keeping necessary for effective operation of youth programs.

Supervise preparation of daily, monthly and annual reports to the court and statistical agencies.

Act as liaison to local juvenile services commission regarding the County's comprehensive juvenile program and other boards or commissions as required by statute or as directed.

Present case information, evaluations and recommendations to the court and carry out case dispositions ordered by the court.

Assist the Director to monitor and manage fiscal operations of the Department to remain within budgetary constraints.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures. Ensure division compliance with County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervise 5-8 Division employees. Carry out supervisory responsibilities in accordance with County policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; evaluation performance; rewarding and disciplining employees, addressing complaint/grievances and resolving problems. Coordinate all personnel functions with the Director.

SUPERVISION RECEIVED: Work under the general direction of the Director who provides policy and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Master's degree with major course work in social casework, corrections, sociology, or psychology. Four years of experience in case work dealing with juveniles, with at least one year of supervisory experience. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of, or the ability to obtain within 12 months after hire, State certification as a Juvenile Probation Officer. Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage.

KNOWLEDGE, SKILL AND ABILITY: Extensive knowledge of behavior and adjustment problems in juveniles and methods of treatment. Extensive knowledge of parole and child welfare laws of the State. Considerable knowledge of the principles of psychology in relation to child welfare.

Skill in individual and group work with maladjusted children and adolescents.

Ability to prepare accurate and complete reports and communicate effectively in written or verbal form. Ability to communicate effectively with persons of various ethnic, racial or age groups and

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socioeconomic levels who may be hostile or abusive. Ability to act in such a manner so as to maintain the confidentiality of issues and matters which may be encountered. Ability to effectively supervise staff. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position are typically minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds. Some work assignments may require standing, walking and physically restraining angry and hostile juveniles.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Daily contact with juvenile offenders; interact to diffuse offender aggression, arrest or assist with arrest; perform officer duties in both office and field setting. May be required to respond to emergencies after hours. May require some evening and weekend work. May receive physical injuries when confronting and/or arresting correctional offenders. Requires entry into jails and other correctional facilities. Exposed to hazards and risks which accompany exposure to offenders under supervision. Extensive travel required, making home, employment and other offender contacts, often in remote areas.