

**All applicants must complete an application to be considered - those submitting resumes only will not be considered.**



**Circuit Court Of Jackson County, Missouri**

**Vacant Position**

**Date: 06/04/2015**

**Posting No.: 073**

**BFOQ - Male - Only**

<b>Position Title:</b>	<b>Juvenile Probation Officer</b>	<b>Position No.:</b>	<b>*9DRG20</b>
<b>Department:</b>	<b>Field Services - Probation - Area III</b>		
<b>Work Location:</b>	<b>500 East 26th Street - Kansas City MO</b>		
<b>Work Hours:</b>	<b>8:00 a.m. - 5:00 p.m. Monday thru Friday; at least 2 days a week till 8:30 PM; hours will vary &amp; may include weekends</b>		
<b>Salary:</b>	<b>County Paid Position - Non-exempt Grade C 6 - \$15.87 Hourly</b>		

**Salary Range For Internal/Rehire Applicants: \$15.87 - \$23.79 Hourly**

Application for Employment may be obtained in Human Resources, 415 East Twelfth Street, 10th Floor, Kansas City, MO 64106 or at the Web Address: [www.16thcircuit.org](http://www.16thcircuit.org). Fax No.: 816-881-3229. E-Mail Address: [Jobs.16thCircuit@courts.mo.gov](mailto:Jobs.16thCircuit@courts.mo.gov) Employment Specialist: **Gail Cox**. Information regarding job vacancies may also be obtained by calling the **Job Information Line at 816/881-3470**. Applicants for clerical positions which require skill testing must be tested for consideration. ALL CURRENT EMPLOYEES APPLYING FOR THESE POSITIONS MUST SUBMIT AN INTERNAL APPLICATION FORM TO HUMAN RESOURCES.

**Applications must be received by Human Resources no later than 05:00 PM on 06/11/2015**

**POSITION PURPOSE AND EXAMPLES OF WORK:**

To provide varied treatment and services designed to meet the habitat and rehabilitative needs of youth and their families which is accomplished through casework techniques such as assessment, treatment development, counseling and direct supervision. Assess and determine the habitat and rehabilitative needs of youth and families through various methods, such as personal interviews, case history investigation and review, psychological tests and evaluations and consultation with professional sources; compile, organize, and update case history files for accurate representation of youth and family background, behavior and other relative information; formulate and implement a course of action, which will serve to effectively modify attitudes and behavior patterns and develop and stabilize personal, social, and emotional adjustment skills; counsel with youth and families on an individual and group basis to assist in recognizing in understanding and overcoming problems through varied approaches; maintain regular and frequent contact with youth to provide supervision and monitor behavior and progress to ensure constructive response to treatment and service; implement changes to modify treatment and service to best achieve established goals; consistently ensure compliance with court orders; dictate or compose narrative reports or forms which document and accurately reflect case actions, youth progress, behavior, assessment and other relative information; utilize outside resources for protective or supportive services to youth and families; transport youth and make home, school and other field visits in personal or Court vehicle; attends court and make recommendations regarding youth; attend and participate in various work related meetings and training; may work directly with school officials and staff regarding at risk youth; may monitor placement of youth in non-court institutions to ensure appropriate care, treatment and services; may make initial determinations regarding detainment, referral or release of youth referred to the Court; may perform public speaking; may administer substance abuse tests to youth; and perform related work as required. **Specific Examples of work : Will work in Intensive Supervision Program with male staff. Must be flexible on hours**

**MINIMUM EDUCATION AND EXPERIENCE:**

Bachelor's degree in a Behavioral or Social Science or other directly related field. (Degree required; cannot substitute experience for degree.) Knowledge of various counseling and treatment modalities; knowledge of adolescent behavior; patience and ability to relate in a positive fashion to youth and families from a variety of cultural economic and ethnic backgrounds; ability to supervise, motivate and counsel adolescents with behavioral problems, and their families; ability to formulate and implement appropriate treatment plans; ability to communicate effectively, both orally and in writing, and to prepare clear, complete and logical reports; ability to establish and maintain effective working relationships; ability to organize and prioritize responsibilities; ability to project a positive role model; ability to operate a vehicle in a safe and prudent manner. Requires a valid drivers' license from state of residence. If driving non court vehicle for Court business, must have auto liability insurance and properly licensed and reliable vehicle. Must be able to provide proof. All applicants for this position are subject to random and reasonable suspicion testing for illegal drug use prior to appointment. Employees in this position are subject to random and reasonable suspicion testing for illegal drug use. **Bona Fide Occupational Qualification** (BFOQ) -This position is subject to gender- based hiring and work schedule assignments necessary to meet the Court's

obligation to provide for the needs of Juvenile residents. Refer to Family Court Policy No. 120-20, *Use of a BFOQ in Hiring and Staffing*. \* *This position is funded by anti-drug tax money. Anti drug tax funds are currently appropriated for a maximum of 7 years ( March 31, 2018 ). Retention of this position is dependent on need, effectiveness, of the program, and/or continued receipt of the funds.*

**THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER**