

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: 09/30/2021

Posting No.: 2021074

Position Title:	Deputy Juvenile Officer	Position No.:	9265
Department:	Office of Juvenile Officer - Case Assessment Unit		
Work Location:	625 E. 26th Street - Kansas City MO		
Work Hours:	8:30 a.m. - 5:00 p.m. Monday thru Friday; Additional hours and Weekend/Evenings as required		
Salary:	County Paid Position - Non-exempt Grade C 6 - \$16.85 Hourly		

Salary Range For Internal/Rehire Applicants: \$16.85 - \$25.27 Hourly

EXTERNAL APPLICANTS CLICK HERE TO APPLY; INTERNAL APPLICANTS GO TO ESS (The internal application for promotion/transfer may be obtained on the HR ICON on Lotus Notes)

Employment Specialist: **Amanda Riley**. 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 10/14/2021

POSITION PURPOSE AND EXAMPLES OF WORK:

POSITION PURPOSE: To screen, assess, and determine the placement and rehabilitation needs of youth and families during the investigatory stage of their Court involvement and to develop treatment plans and make recommendations to the Judiciary for disposition on delinquency and non-delinquency matters.

MAJOR TASK STATEMENTS & REPRESENTATIVE ACTIVITIES (Percentage of Time): *(The information contained herein is not intended to be an all-inclusive list of duties and responsibilities of the job; other tasks may be assigned. The area to which the job is assigned will govern which duties apply. Management reserves the right to amend and change responsibilities, work shift/schedule, facility, or department to meet business and organizational needs as necessary, including, but not limited to the re-assignment of employees and positions, elimination of positions, and opening, moving, or closing of facilities and units.)*

40% Assess youth and families to determine placement, treatment and/or service needs; monitor compliance with court orders and supervise progress; counsel with youth and families.

- Assess and determine the rehabilitative needs of youth and families through various methods, such as personal interviews, case history investigation and review of various records such as mental health or school, results of psychological and psychiatric tests and evaluations and consultation with professional sources.
- Make initial determinations regarding detainment, referral or release of youth.
- Maintain regular and frequent contact with youth and parents/guardians to provide supervision, and to monitor behavior and compliance with court orders.
- Meet with youth and families referred for diversion and determine rehabilitative needs.

- Screen youth presented to Detention to determine placement utilizing applicable screening forms and advise youth and parents/guardians of placement determination.
- Assess amenability to treatment for certification of youth through various methods and consultation

30% Prepare and maintain written documentation; work with resources regarding treatment and/or service needs.

- Compile, organize, and update case history files for accurate representation of youth and family background, behavior and other relative information.
- Submit reports to the proper authority in advance of court hearings.
- Consult with school officials, and other community service providers regarding at-risk youth and obtain relevant records.
- Monitor youth placed in non-court institutions to ensure appropriate care, treatment and services.
- Compile and submit all paperwork relevant to initial screening and intake of youth. attend interrogations of youth by law enforcement personnel and inform youth of Miranda rights.

20% Attend meetings, conferences, and seminars.

- Attend and participate in various work-related meetings, and training courses.

10% Attend Court, testify and recommend case actions, contact other services, and update parent/attorney.

- Attends Court and makes recommendations regarding youth.
- Meet with parents/attorney.

SUPERVISION OF: None.

SUPERVISION BY (Include level of Supervision): Work is performed under the direct supervision of the Unit Manager of Case Assessment and is reviewed through conferences and basis of results obtained.

SERVICE RESPONSIBILITY:

INTERNAL: Judiciary, Attorneys, CMO's, JPO's, DJO's, court staff. Provide Judiciary with assessment and placement recommendations for youth on behalf of the Juvenile Officer. Provide Field and Residential Services staff with sufficient information to develop appropriate treatment plans for youth. Provide information to staff attorneys for them to effectively advocate for appropriate treatment of youth.

EXTERNAL: Youth and families. Provide thorough and appropriate assessments and placement recommendations for youth.

PRIMARY EQUIPMENT, TOOLS & MATERIALS USED: Computer, telephone, copier/printer/scanner/fax, keys, motor vehicle, various reports and forms, computer generated or handwritten, program manuals, vehicle, variety of computer-generated and handwritten forms and reports, case history files, legal records and research materials.

MINIMUM EDUCATION AND EXPERIENCE:

EDUCATION: Bachelor's degree in a behavioral/social science, criminal justice, or other directly related field. **Degree is required**, cannot substitute experience for degree.

EXPERIENCE: Some work experience in the same or closely related field is required; experience can be from internships, practicums, or employment and must have required the use of social work or psychological principles and techniques to effect behavioral change. Some experience with the intake and assessment of issues affecting at-risk youth is preferred.

SPECIAL REQUIREMENTS:

- Must have valid driver's license from State of residence, and provide proof of such.
- Must have auto liability insurance, and properly licensed/reliable vehicle, and provide proof of

such.

- Must submit to and pass criminal background check as prescribed by the Court.
- Must submit to and pass sex offender registry, and MO/KS child abuse & neglect checks.
- All applicants for this position are subject to testing for illegal drug use prior to appointment.
- Employees in this position are subject to random and reasonable suspicion testing for illegal drug use.

KNOWLEDGE, SKILLS & ABILITIES: *(This job description does not include specific physical requirements necessary to perform the job, such as, carrying, standing and lifting. Such requirements vary from position to position and may be determined by the appointing authority)*

- 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 project a positive role model, and to organize and prioritize responsibilities.
- Ability to operate a vehicle in a safe and prudent manner.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER