

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: 08/10/2023
Posting No.: 2023172

Position Title: Juvenile Probation Officer

Position No.: 9DRG26

Department: Field Services - Probation - Area I

Work Location: 501 East 27th Street - Kansas City MO

Work Hours: 8:00 a.m. - 5:00 p.m. Monday thru Friday; additional hours as required

Salary: County Paid Position - Non-exempt Grade 109 - \$23.55 Hourly

Salary Range For Internal/Rehire Applicants: - \$23.55 Hourly

EXTERNAL APPLICANTS CLICK HERE TO APPLY; INTERNAL APPLICANTS GO TO EPICOR ESS (The internal application for promotion/transfer may be obtained on the HR ICON on Lotus Notes) Employment Specialist: **Tina Thomas**. 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 08/17/2023

POSITION PURPOSE AND EXAMPLES OF WORK:

POSITION PURPOSE: To provide counseling and coordinate services designed to meet the habilitative and rehabilitative needs of youth and their families which is accomplished through casework techniques, such as assessment, treatment development, counseling, and direct supervision.

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.)

55% - Assess youth and families to determine treatment and service needs. Develop and implement treatment plans or services. Ensure compliance with court orders. Counsel with youth & families. Supervise progress, and facilitate groups.

- Assess and determine the habilitative 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.
- 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.

35% - Prepare & 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.
- 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.

5% - Attend court, testify and recommend case actions.

- Attends court and make recommendations regarding youth.
- Consistently ensure compliance with court orders.
- 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.
- Perform related work as required.

5% - Attend meetings, conferences, and seminars.

- Attend and participate in various work-related meetings and training.
- May work directly with school officials, treatment providers, community stakeholders and staff regarding at-risk youth.

SUPERVISION OF: None.

SUPERVISION BY: Manager, Programs provides general supervision.

SERVICE RESPONSIBILITY:

INTERNAL: Director, Manager-Programs, Youth workers, and volunteers.

EXTERNAL: Youth, parents, guardians, other family members, attorneys, school, community agency social service personnel, and law enforcement agencies.

PRIMARY EQUIPMENT, TOOLS & MATERIALS USED: Telephone, copier/printer/scanner/fax, computer, court orders, various reports and forms.

MINIMUM EDUCATION AND EXPERIENCE:

(Education above the minimum stated may be substituted on a year for year basis for the required general experience; experience above the minimum stated may be substituted on a year for year basis for the required education.)

EDUCATION: Bachelor's degree in a behavioral or social science, or other directly related field. (**Degree 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.

SPECIAL REQUIREMENTS:

- Must have valid driver's license from state of residence, and provide proof of such.
- Must have liability insurance and properly licensed/reliable vehicle, and provide proof of such.
- Must submit to and pass criminal background check as prescribed by Courts.
- 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.
- Final employment offer is dependent on successfully passing physical exam, and physical abilities performance testing.
- BFOQ- Male JPO Needed for the supervision of juvenile offenders assigned to the Pathway Sex Offender Program.
- Must be able to obtain and keep Juvenile Offender Treatment certification from an approved training institution.

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

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER