

All applicants must complete an application to be considered. Submitting resumes only ~~will not be considered.~~  
**will not be considered.**



**Circuit Court Of Jackson County, Missouri**

**Vacant Position**

**Date: 04/11/2025**

**Posting No.: JR101650**

<b>Position Title:</b>	<b>Juvenile Probation Officer</b>	<b>Position No.:</b>	<b>P-23405</b>
<b>Department:</b>	<b>Field Services - Area 2 Nate Lynn</b>		
<b>Work Location:</b>	<b>501 East 27th Street - Kansas City MO</b>		
<b>Work Hours:</b>	<b>Varies, evenings &amp; Weekends Monday thru Friday</b>		
<b>Salary:</b>	<b>County Paid Position - Non-exempt Grade C-109 - \$19.59 - \$29.38 Hourly</b>		

**Salary Range For Internal/Rehire Applicants: - Hourly**

**EXTERNAL APPLICANTS CLICK HERE TO APPLY; INTERNAL APPLICANTS GO TO WOKKDAY "FIND JOB"** (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 04/24/2025**

**POSITION PURPOSE AND EXAMPLES OF WORK:**

**Basic Function and Responsibility:**

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. 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. Prepare & maintain written documentation. Work with resources regarding treatment and service needs. Attend court, testify and recommend case actions.

**Appointing Authority and Supervision Received:**

The deputy court administrator of family court is the appointing authority. The juvenile probation officer receives direct supervision by the program manager.

**Supervision Exercised:**

None.

**Characteristic and Assigned Duties:** (The following duties are representative of the position and do not include all duties which may be performed.)

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.

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.

Attend court and make recommendations regarding youth.

Consistently ensure compliance with court orders.

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.

Administer substance abuse tests to youth.

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

Work directly with school officials, treatment providers, community stakeholders and staff regarding at-risk youth.

Performs other duties as required.

**Knowledge, Skills, and Abilities:**

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.

**MINIMUM EDUCATION AND EXPERIENCE:**

**Minimum Qualifications:**

Bachelor's degree required plus two years of 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.

**Necessary Special Requirement:**

Must possess and maintain a valid driver's license from state of residence, and provide proof of such.

Must possess and maintain state mandated auto liability insurance and properly licensed/reliable vehicle, and provide proof of such.

Must be able to successfully pass physical exam/physical abilities performance test.

**Approved Forms:** N/A

**THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER**