

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: 06/20/2025**

**Posting No.: JR101776**

**Position Title: Youth Worker - HD/EM**

**Position No.: P-14525**

**Department: Field Services - HD/EM**

**Work Location: Kemp Building, 2729 Gillham Rd. KCMO 64108**

**Work Hours: 10:30 AM to 7 PM Saturday thru Wednesday**

**Salary: County Paid Position - Non-exempt Grade C-108 - \$19.22 - 28.82 Hourly**

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

**EXTERNAL APPLICANTS CLICK HERE TO APPLY; INTERNAL APPLICANTS GO TO WORKDAY '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 07/03/2025**

**POSITION PURPOSE AND EXAMPLES OF WORK:**

**Basic Function and Responsibility:**

To complete assigned daily contact with youth for the administration of the home detention / electronic monitoring and/or comprehensive services relative to specific habilitation and rehabilitation needs of youth utilizing curfew, GPS, and other forms of supervision in person, remote, and through the utilization of technology.

**Appointing Authority and Supervision Received:**

The deputy court administrator of family court is the appointing authority. The youth worker receives direct supervision by the program manager, unit manager or director of the department.

**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.)

- Conduct face-to-face daily contact at various locations (home, school, employment) with assigned youth.
- Monitor and interpret client movement and location utilization GPS and tracking software.
- Develop and maintain helping relationships by emphasizing youth accountability.
- Provide youth advocacy in the areas of health, education, vocation, legal and family work.
- Complete required documentation, including accountability sheets for assigned youth in an accurate, complete, concise, and timely manner.
- Prepare mileage sheets and utilize technology for verification.
- Review and maintain incident reports, and make recommendations.
- Enter data promptly into the Show Me Courts (SMC).
- Examine case files to become familiar with youth history and keep up to date with information as it is added to the file.
- Update placement information in files and in online documents.
- Maintain records for documentation of compliance / non-compliance with Court orders.
- Prepare accurate reports to the assigned juvenile program officer / deputy juvenile officer as required.
- Work as part of the team to provide documentation for the home detention / electronic monitoring (HDEM) accreditation process.
- Maintain records of recommendations and actions taken regarding youth.
- Notify the director or designee immediately in the event of a youth crisis, suspected illegal activity, or any other youth or program incident.
- Communicate and work in tandem with the program managers, juvenile probation officers, deputy juvenile officers, unit managers, and director as required.
- Respond to critical violations in a timely manner, which may be during or after work hours.
- Perform related work as required, including but not limited to, serving on teams/committees as assigned, cross-training for other jobs as assigned, and working on special projects as assigned.
- Coordinate with other agencies (educational, employers, treatment programs) to ensure clients are in compliance with the court's orders.
- Attend court hearings as required.
- Provide staff relief as needed; subject to being on call and available to provide staff assistance.
- Maintain and complete all necessary training of new staff as directed.
- Assist with on-the-job training of new staff as directed.
- Perform other duties as required.

**Knowledge, Skills, and Abilities:**

- Knowledge of adolescent behavior.
- Ability to manage conflict and remain calm and in control in emergency or stressful situations.
- Ability to supervise, motivate, counsel, and confront adolescents with behavioral problems and to set limits.
- Patience and ability to relate in a positive fashion toward youth, families, and other individuals from a variety of cultural, economic, and ethnic backgrounds and to establish and maintain effective working relationships.
- Ability to communicate effectively, both orally and in writing and to prepare clear, complete, and logical reports and to understand and follow oral and written instructions.
- Ability to assist with goal-oriented casework.
- Ability to project a positive role model.
- Ability to operate a vehicle in a safe and prudent manner.
- Ability to work and maintain a flexible work schedule that may include working hours other than a traditional administrative work day/work week.
- Ability to work assigned schedule and arrive punctually.
- Ability to react to change productively and handle other essential tasks as assigned.

**MINIMUM EDUCATION AND EXPERIENCE:**

High school diploma or equivalent plus one year of work experience, not necessarily related. Two years of work experience with troubled youth preferred.

**Necessary Special Requirement:**

- Minimum age requirement is 21 years old.
- 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 a properly licensed, reliable vehicle, and provide proof of such.
- Must be able to successfully pass physical exam and physical abilities performance test.

**Approved Forms:** N/A

**THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER**