

Whitman County Human Resources

Whitman County Courthouse
400 N. Main Street, Colfax, WA 99111



JOB ANNOUNCEMENT

- POSITION:** Juvenile Probation Counselor I (75% time)
- DEPARTMENT:** Juvenile Services
- MONTHLY SALARY:** \$2,366.25 per month plus benefits DOQ
- UNION STATUS:** Courthouse Bargaining Unit - Initiation fee and monthly dues payment is required
- TO APPLY:** Whitman County Human Resources
400 N. Main Street
Colfax, WA 99111
(509) 397-6205
- CLOSING DATE:** March 24, 2017
- LOCATION:** Colfax
- SELECTION PROCESS:** Applicants must submit a signed Whitman County application form, resume, and cover letter for each position. Applications may be a photocopy as long as there is an original signature and date. The application will be reviewed and evaluated to determine applicants invited for an interview.
- TO QUALIFY:** See attached illustrative example of duties and requirements.

In compliance with the Immigration Reform and Control Act of 1986, Whitman County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be presented at time of hire.

WHITMAN COUNTY IS A SMOKE-FREE WORK PLACE

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

AMERICANS WITH DISABILITIES ACT

Any person requiring accommodation should advise us of that need.

**WHITMAN COUNTY
POSITION DESCRIPTION**

Effective Date:	March 2, 2017
Position Title:	Juvenile Probation Counselor I
Job Family Classification #:	039
Department Title:	Juvenile and Services Department
Department Code:	170
Pay Grade:	Probation Counselor
FLSA Status:	Non-Exempt
Union Status:	Represented, Courthouse Bargaining Unit
Reports to:	Juvenile and Family Services Director

BASIC PURPOSE

Supervise juvenile offenders assigned to probation and supervise the Diversion Program for minor and first time offenders.

NATURE OF WORK

The employee of this class will be responsible for performing a full range of probation services from intake, assessment, and supervision of juvenile offenders placed on probation consistent with state guidelines under the supervision of the Juvenile Court Administrator. The employee will also be responsible for supervising the Diversion Program following program guidelines. This position will also be responsible for assisting with truancy cases in Whitman County. Work of this class will require employees to exercise considerable independence of thought and rely on established techniques to effectively meet the needs of each youth consistent with counseling techniques and departmental policies. Work of this class will involve considerable contact with state agencies, local law enforcement agencies, juvenile offenders and their parents, and local citizen groups. Work of this class requires the operation of field and office equipment.

Work is performed both in the field and office setting.

SUPERVISION EXERCISED AND RECEIVED

Supervision is not a normal responsibility of the position with the exception of part-time employees, student volunteers.

Work will be performed under the general supervision of the Juvenile Court Administrator and reviewed through reports, consultations and the public response to the services provided.

ESSENTIAL FUNCTIONS

Analyze complex issues and technical information, form logical conclusions based on such analysis, and make appropriate recommendations regarding juvenile court programs.

Communicate verbally and in writing with a wide variety of people.

Manage assigned responsibilities with competing demands, changing priorities, interpersonal conflicts, and stringent timelines.

Perform duties in a stressful environment, with exposure to sensitive issues involving juvenile criminal offenders.

Remain calm and manage emergencies or situations of negative or interpersonal conflict.

NON-TECHNICAL ESSENTIAL FUNCTIONS

Establish positive working relationship with clients, co-workers, and the public; cooperation; work in mentally and emotionally stressful situation; work independently and meet deadlines; organize priorities for timely accomplishment; manage multiple clients; evaluate client situations and conditions and determine appropriate course of action.

TYPICAL EXAMPLES OF DUTIES

Monitor the activities of at-risk offenders in the community and in custody.

Enforce the rules of probation set by the Court.

Conduct Diversion appointments and monitor completion of contracts.

Assist with coordination of community service activities.

Represent Juvenile Court by maintaining a positive working relationship with the community, law enforcement, social service agencies, and families.

Conduct investigations gathering legal/social facts to facilitate recommendations/decisions to be made by judges, prosecuting attorneys, or other agencies.

Appear in court to testify and make recommendations that address public safety, accountability, and the need of each youth.

Make presentations at schools and local social service groups to provide information regarding juvenile offender issues.

Attend community truancy boards.

Provide on-call services for the Juvenile Services Department on a rotational basis.

Other duties as assigned by the Juvenile Court Administrator.

SELECTION CRITERIA

Knowledge, Skills, Abilities

- Knowledge of interviewing and counseling techniques.
- Knowledge of state laws as they affect juveniles, the juvenile court, and the diversion program.
- Knowledge of community organizations and resources.
- Knowledge of abnormal juvenile behavior.
- Ability to establish and maintain effective working relationships with juveniles and their parents, public and private officials and the general public.
- Ability to communicate program goals, objectives and regulations and make presentations to various community groups.
- Ability to carry out program objectives with limited supervision

- Ability to prepare records and reports as required.
- Ability to communicate effectively both orally and in writing.

EXPERIENCE, EDUCATION AND TRAINING

Bachelors degree with major course work in the social sciences, psychology, sociology, or a closely related field. Two (2) years of experience working with juveniles, court systems, or community organizations; OR Substituting on a month for month basis, any experience, education, or training which would provide the level of knowledge and abilities required.

- Must be of good character as required by R.C.W. 13.04.040.
- Must possess or have ability to obtain a valid driver's license; safe driving record required.
- Must pass a drug screen.
- Must successfully pass background check/investigation.
- Must successfully pass Juvenile Services Academy within first six months of employment.
- Ability to work weekends for on call purposes.
- Ability to work after hours for community truancy boards.

Any person requiring accommodation should advise us of that need.