**Department: Juvenile Probation**

**Hours per Week: Exempt or Non-Exempt: Non-Exempt**

**Position:**

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| **Job title:** | ***Juvenile Probation Officer*** |
| **Reports to:** | ***Circuit Judge, Division III/ Chief Juvenile Officer, 5th Judicial District*** |

**Job purpose & summary**

The Juvenile Probation Officer is responsible for the supervision of Juvenile Court cases. The Juvenile Officer will supervise Delinquency and FINS (Family in Need of Services) cases to monitor compliance with court orders and ensure that services are provided. The Juvenile Probation Officer will be required to obtain material for case files, maintain comprehensive documentation along with case management. In addition, the ability to conduct oneself in order to testify in court as needed. The prerequisites for the position include decision-making, analyzing, intercommunication, diligent reporting skills, deliberation among juveniles, families, community groups, and other agencies.

**Duties and responsibilities**

* Supervise assigned cases, including monitoring progress and adherence to court orders; identifying potential problems, taking corrective action, and making recommendations to the court. Supervised visitation required to the school, home, treatment facility, and office visits percase necessity.
* In the event of the Juvenile Probation Officer having reasonable cause to suspect that a juvenile has been subjected to child maltreatment as defined in 12-18-103(6), the juvenile officer shall immediately notify the Department of Human Services hotline.
* Ensure all contact with the public will be conducted in a professional manner in compliance with County and departmental policy and Arkansas law.
* Work with Interstate Compact to coordinate the return of juveniles to their home state when they are runaways or have a warrant from another jurisdiction, in addition to coordinating the transfer of probation.
* Work with other Probation Departments throughout the State of Arkansas to share information along with providing supervision for juveniles who have moved within the state.
* Make appropriate referrals to public or private agencies which includes schools, service providers, community agencies, and the Department of Human Services, to ensure that juveniles obtain needed services.
* This position requires intermittent evening or weekend scheduling in addition to 24 hour on-call rotation.
* Maintain, update, and complete all necessary documents to include, but not limited to: files and computer database records, psychological assessments, school reports, counseling reports, payment of fines and fees.
* Perform data entry in CONTEXTE in a timely manner.
* Complete RABS (Risk Assessment and Behavioral Health Screening) Assessments, including the SAVRY, MAYSI-2, and CRAFFT, in compliance with departmental policy.
* Prepare Pre-Disposition recommendations reports per departmental policy.
* Speak to various community groups regarding the juvenile Court process as directed.
* Serve on committees as assigned
* Maintain current knowledge of the Arkansas Juvenile Code, available services, and treatment options.
* Administer drug screens to juveniles and their families as ordered by the court using departmental policy.
* Maintain all juvenile records in a confidential manner and ensure that information relating to a juvenile is unobtainable with exception to authorized personnel.
* Mandatory attendance to all staff meetings as well as required training.
* Represent Franklin County and the department in a professional manner to enhance the County’s image and minimize the loss of goodwill.
* Perform other functions as assigned by supervisor or the Court.

**Qualifications-Knowledge-& Skill Set**

**Minimum Qualifications:**

* Experience working with at-risk youth and families.
* Exceptional ability to conduct intercommunication.
* Comprehend and utilize data entry applications.
* Bachelor Degree and/or experience within related field.
* Ability to complete the Arkansas Juvenile Officer Training Program within one year of hire.

**Preferred Education, Certifications, Training, & Knowledge**:

* 2 + years of work experience in a juvenile justice related field or law enforcement.
* Experience in utilizing Risk Assessment and Behavioral Health Screening tools.

**Physical requirements**

* Occasionally lift 50 pounds of weight chest high.
* Frequently standing for long periods of time.
* Frequently sitting for long periods of time.
* This position carries a degree of threat; dangerous situations can occur at any time.

**Direct reports**

* Chief Juvenile Officer of the 5th Judicial District

Franklin County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Franklin County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Franklin County expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Franklin County’s employees to perform their job duties may result in discipline up to and including discharge.