Probation Officer/Youth Services Officer

Bedford County, Tennessee

**Department**: Courts **Full/Part Time**: Full Time

**Title:** Probation Officer/Youth Services Officer **Status**: Exempt

**Job Summary**: The position of Probation Officer/Youth Services Officer is responsible for supervising juveniles on Court Probation to ensure all court ordered requirements are met i.e. office visits, home visits, school visits, etc. This position reports directly to the Juvenile Court Director.

**Work Environment/Equipment**: Primary work is performed in an office setting/secure facility; noise levels are typical of that of an office environment and employee must be able to communicate with background noise; occasional attendance in court. Tools, equipment, and materials used include, but are not limited to, computer, calculator, phone system, copier/scanner, fax machine, mail machine, shredder, and printer.

**Physical Demands**: Ability to lift 50 lb. boxes of paper and case files; ability to see and hear; ability to sit for long periods of time. Other physical demands may include walking, standing, bending, stooping, kneeling, pushing, pulling, reaching, talking Occasional field work may also be required.

**Essential Functions**:

*Essential and other responsibilities and duties may include, but are not limited to the following:*

* Screens complains against a juvenile regarding delinquent or unruly behavior to determine if probable cause exists for a petition to be filed.
* File petitions and summons and determines if a juvenile needs to be placed in juvenile detention facility
* Supervises juveniles on Court Probation to ensure all court ordered requirements are met (home visits, office visits, school visits, etc.)
* Utilizes informal adjustments; prevent court involvement by giving counseling connecting children and families with community resources and making referrals to service providers
* Coordinate Foster Care Review Board
* Complete social history and risk analysis on juveniles placed on Court Probation
* Administer drug screens and document results/make referrals for treatment when necessary
* Communicates regularly with DCS case workers, service providers, local community resources, school personnel, law enforcement and other involved with the juvenile and family to facilitate the sharing of resources and information crucial to the juvenile’s probation compliance
* Complete a Validated Risk and Needs Assessment (CANS Assessment) on each delinquent child or judicial diversion of a delinquent child ordered to probation **within (7) seven** days of the court’s disposition (excluding non-judicial days) to inform supervision level, referrals to programs and services and case planning
* Certification to administer CANS Assessment (Child and Adolescent Needs and Strengths Questionnaire)
* Develop and implement an Individualized Case Plan for each juvenile placed on Court Probation in consultation with the child’s parent/guardian, the child’s school, and other appropriate parties. At minimum, the case plan shall:

1. Identify the actions to be taken by the child and if appropriate the child’s parent/guardian, and other appropriate parties to ensure future lawful conduct and compliance with the court’s order of disposition; and

2. Identify the services to be offered and provided to the child and if appropriate, the child’s parent/guardian, and other appropriate parties, including, where appropriate:

(a) Mental health and substance abuse services

(b) Education services

(c) Individual, group, and family counseling services

(d) Victim or community restitution, and

(e) Services to address other relevant concerns identified by the probation officer

* Implement a Behavior Response System that incorporates the following principles:

1. Behavior responses to children on all types of supervision should be swift, certain, and proportionate and provide for a continuum of options to address the violation of the terms and conditions of supervision as well as incentivize positive behaviors on supervision; and

2. Behavior responses should be targeted to the child’s risk and needs and need and to the severity of the violation of the terms and conditions of the supervision.

* Document all Behavior Reponses in the child’s Individual Case Plan within three (3) days of occurrence, excluding non-judicial days, including:

1. The type of violation or positive behavior

2. The response

3. and the results of the response

**Additional Functions**:

* Works independently with very little direct supervision
* Other duties as assigned
* Regular attendance
* Ability to get along with coworkers, customers, and other departments
* Provides assistance or backup coverage to other employees as needed

**Required Knowledge and Abilities:**

* Knowledge of court regulations and proceedings
* Knowledge of Tennessee State Law as it relates to the position including laws and regulations pertaining to the custody, welfare, protection, and detention of juvenile offenders
* Excellent written communication skills
* Proficient and effective communication and verbal skills
* Effective computer skills including Word and Excel
* Ability to resolve conflicts; ability to understand or interpret information
* Basic math skills
* Ability to use abstract thinking skills-crisis management involves such skills to be utilized when assessing each individual case

**Minimum Qualifications**:

* Minimum of Bachelor’s Degree in Criminal Justice or Social Science Related field
* Relevant work experience and case management in Criminal Justice or Social Services field preferred
* Valid Tennessee Driver’s License
* Must be able to successfully pass an extensive criminal background check and drug screen including but not limited to: fingerprinting, criminal record, methamphetamine registry, sex abuse registry, DCS investigations, Driver’s License record

***Initial Employment Training:*** Must complete a two-week training course required by the Tennessee Council of Juvenile and Family Court Judges and the Administrative Office of the Courts.

***Annual Training Requirement:*** Complete a minimum of fifteen (15) hours of training regarding topics relevant to juvenile justice. Complete any annual training required by Human Resources

**Applicant Acknowledgement:**

The job description for the position of Probation Officer/Youth Services Officer for Bedford County Government (Full-Time) describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract for employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities, and any subsequent revisions.

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Signature Date

*\*\*Bedford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.*

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