

THE COUNTY OF YAKIMA
is now accepting applications for
the position of

JUVENILE PROBATION OFFICER

Salary: \$3,417.00 per month (7.5/day) plus excellent benefits.

Opening: There is one opening with the Yakima County Juvenile Court, consolidated Juvenile Services. Performs all facets of duties related to the "supervision" of a caseload of juvenile criminal and/or status offenders. Probation Counselors supervising youth are required to follow strict Juvenile Court and CJS grant guidelines such as adhering to a specific number of face-to-face contacts, family contacts and collateral contacts, providing delivery of supervision to juveniles and their families using the Case Management Assessment Process (CMAP) techniques, report statistical information monthly, track risk and protective factor changes, make referrals for services when appropriate. Probation counselors may be assigned to a variety of cases to include Special Sex Offender Disposition Alternative (SSODA), Chemical Dependency Disposition Alternative (CDDA), Mental Health cases, Gang Court cases, etc. *This recruitment may be used to fill future Probation Officer vacancies which may occur within 90 days of the closing date.*

Essential Job Functions:

Interviews and assesses youth assigned to caseload, including diversion, probation, truancy, at risk youth (ARY), or children in need of services (CHINS); meet regularly with youth to collect monetary obligations; monitor court ordered conditions; provides case management according to the Case Management Assessment Process, adopted by Washington State Juvenile Court Administrators, according to established policy and procedures; counsel and advise youth; and staff cases regularly with supervisor.

Documents case progress by preparing case notes, compiling statistics, preparing periodic reports and court reports. Maintains files.

Coordinates activities and services with outside parties including parents, law enforcement, social service agencies and schools; provide and receive information to clarify policies and court orders. Receives information regarding referrals and case management and acts as an advocate for the juvenile. Presents information and provides technical knowledge to schools and other interested parties; provides program support services such as scheduling hearings; serving notice and summons; fingerprinting juveniles; collecting urine samples for drug/alcohol abuse; transporting juveniles.

Conducts field observations of offender activity; visits offenders in the community and at home; determines the correct action to take if the offender is not in compliance with probation. Testifies in court and presents documentation as requested; provides information and recommendations to attorneys and judges; prepares and presents reports and recommendations to the Court. Conducts decline and capacity investigations and prepares related reports or recommendations. Responds to crisis situations as needed. Travels to and from geographical assignment areas of county.

Other Job Functions: Performs other duties as assigned such as participating as a co-facilitator for Aggression Replacement Training (ART) classes or other skill classes.

Working Conditions/Physical Requirements: Working with potentially violent and dangerous felons, misdemeanants and/or sex offenders often out in the community or homes where security may be lacking. Duties are performed primarily in an office or community setting. Driving throughout Yakima County for home or community visits is required. Exposure to hazardous physical conditions and exposure to potentially violent or hostile individuals is also possible. Requires driving, speaking, seeing, hearing, and the ability to articulate clearly; use of hands to finger, or feel objects and office equipment and reach with hands and arms.

Equipment Operated: Computer, printer, copier, telephone, cell phone, fax, slide projector; multi-media projector, county automobiles.

Minimum Qualifications:

Knowledge of: (Upon entry)

- Statutory language in Title 13 RCW Juvenile Courts and Juvenile Offenders;
- Case management theories, practices and principles,
- Counseling and interviewing techniques,
- Basic mathematical calculation and report writing methods;
- Basic court and criminal justice system procedures;
- Basic terminology, laws, rules, and regulations and codes governing area of assignment;
- Technical program delivery methods, systems and techniques such as: court and criminal justice systems, truancy laws, counseling techniques, adult and juvenile sentencing options, chemical dependency treatment resources, or personal safety and defense procedures; and
- Customer service techniques and team building concepts.

Skills (and abilities) in: (Upon entry)

- Using a personal computer and related software applications, and operating basic office equipment;
- Collecting, compiling, organizing and maintaining information and notes of progress and compliance;
- Determining appropriate course of action and making recommendations;
- Interviewing and counseling offenders;
- Applying time management and work organization techniques and methods;
- Applying techniques such as time management, work organization, crisis management, de-escalation, restraint and security techniques;
- Detecting drug and alcohol addiction and using equipment for the detection of such;
- Preparing and giving presentations and facilitating groups;
- Evaluating and assessing needs and developing, implementing and monitoring case plans and preparing related reports;
- Applying authority and confronting individuals;
- Complying with laws, codes, ordinances, and regulations;
- Conducting investigation, field observations and surveillance;
- Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public; and
- Communications, oral and written, sufficient to interview, exchange or convey information and to receive work direction.

Experience and Training:

Bachelor's degree in a counseling field such as Criminal Justice, Sociology, Social Work, Psychology, Social Services or closely related field (**Bachelors Degree Required; no substitution for degree**) and two years counseling, case work , and interviewing experience. Bilingual English/Spanish will be given preference, but is not required.

Required: Valid Washington State Driver's License at time of appointment. Successful completion of additional job-related training is required upon appointment.

Applicants selected for final interviews will be required to complete a criminal and abuse/exploitation history disclosure statement pursuant to Chapter 486 Laws of 87, Sections 1-5. Criminal arrest history or history of traffic offenses may be disqualifying. Final applicant will be fingerprinted and hired subject to the results of a background investigation.

This is a Yakima County Courthouse Master Contract Bargaining Unit position. As a condition of employment you are required to become a member of the Unit or pay representation fees per the negotiated contract.

Special Note: Experience counseling youth at risk, family counseling, gang intervention programs, experience with drug/alcohol affected youth, experience with mental health disorders, case management experience, teaching or interviewing experience is preferred.

Selection Procedure:

Applications and required supplemental questionnaire will be accepted until 4:00 p.m., Thursday, January 2, 2014. Applicants will be evaluated on the basis of past experience and training. Applicants claiming veteran's preference eligibility will be required to complete the Application for Veterans' Preference Form. For further information and application forms, contact:

HUMAN RESOURCES DEPARTMENT

128 N. 2nd Street, Room B27

YAKIMA WA 98901

www.yakimacounty.us

“AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER”

Yakima County ensures equal employment opportunities regardless of a person's sex, race, national origin, religion, age, disability, marital status, creed, political belief, sexual orientation, veteran's status, or any other protected status under federal or state statute. Disabled applicants may request accommodation to participate in the job application and/or selection process for employment. Please contact Human Resources for further information.

Yakima County is a qualified Public Service entity for the Public Service Loan Forgiveness Program. For more information, go to <http://studentaid.ed.gov/repay-loans/forgiveness-cancellation/charts/public-service> or contact your federal loan servicer.

If you are interested in the status of this position after closing, please see “Status of Openings” under the Job Opportunities tab on the Human Resources web page at www.yakimacounty.us. **This will be the only method of status notification for this position.**

In compliance with the Immigration Reform and Control Act of 1986, Yakima County will hire only United States citizens and aliens lawfully authorized to work in the United States.

Posting # 894188 Position #20001020

Yakima County Juvenile Court

Probation Officer Applicant Supplemental Questionnaire

Please limit your written responses to no more than one page in length for each question. Additionally, please site specific examples when possible.

1. Discuss your personal theories of risk factors that bring youth into the juvenile justice system.
2. Give an example of a work related problem and how you handled it?
3. What is your experience working in collaborative relationships with agencies, organizations, or individuals? What are the key components of a successful collaboration?
4. Describe your experience working with diverse populations?
5. America's Juvenile Justice System is ever changing, chronically underfunded, and routinely criticized. What changes would you propose to address some of these challenges?