



**SNOHOMISH COUNTY**  
invites applications for the position of:

## **Juvenile Community Corrections Officer**

**SALARY:** \$25.58 - \$31.08 Hourly  
\$4,433.88 - \$5,388.03 Monthly  
\$53,206.56 - \$64,656.36 Annually

**OPENING DATE:** 11/14/14

**CLOSING DATE:** 11/30/14 11:59 PM

### **DESCRIPTION:**

To supervise, monitor, instruct, and counsel juveniles confined pursuant to a court order in a non-secure facility.

**Must pass job-related tests including a criminal history background investigation, reference verification, polygraph examination, psychological examination and a TB test.**

### SELECTION PROCESS

**In order to be considered for this position, applicants must submit a cover letter and resume.**

1. Application received
2. Supplemental questions reviewed and scored for qualified applicants
3. Review of applications
4. Interviews with the most qualified applicants
5. Must pass a criminal background check, polygraph examination and a psychological examination
6. Second interviews may be conducted at management's discretion
7. Job Offer to Selected Candidate

***Snohomish County Superior Court is an Equal Opportunity Employer that is committed to diversity in the workplace. Accommodations for people with disabilities are provided on request.***

### **JOB DUTIES:**

#### STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, schedules, supervises, instructs, monitors and evaluates the compliance of juveniles in the completion of court ordered confinement in a non-secure facility; transports juveniles to and from site and program activities; evaluates juvenile and recommends appropriate detention placement.
2. Enforces program rules and responsibilities; presents and explains project rules, conduct expectations and consequences; directs, monitors and enforces behavioral compliance within established policies and procedures, investigates rule or behavior infractions; prepares incident reports and criminal statements; determines sanctions for failure; imposes program restrictions; intervenes in crisis situations, acts of assault or other criminal matters; transports and presents program failures to secure detention; assists probation staff in securing warrants; testifies in court.
3. Develops program agenda and curriculum in the areas of lifeskills for juveniles in the alternative programs; conducts the training, leading and facilitating of classes and programs for juveniles; assists school district classified personnel in teaching juveniles in a self-contained classroom and

proctoring tests; instructs youth in the performance of community service activities; schedules field trips and recruits program volunteers.

4. Assumes responsibility for the safety and security of the youth and the community.
5. Conducts one to one and/or group counseling sessions offered by the Detention Alternatives Educational Transitional Services.
6. Conducts and interprets data collected through the Mental Health Screening Tool to assist in placing the juvenile into the proper program.
7. Resolves crises situations; monitors client behavior; assesses and interviews each individual for emotional and/or educational needs for program participation and appropriate placement for re-intergrating client back into an educational program.
8. Evaluates the juvenile to determine the formulation of educational plans and makes recommendations to the court and School Districts for the reintegration of a juvenile into proper educational settings, provides transitional services to juveniles returning to community schools; assist parents with program information, educational resources and community service options; confers with various officials and professionals on status of incarcerated and/or probationary juveniles.
9. Performs on going public relations work to maintain positive relations between court, clients, client's parents/guardians, various professional agencies and the community; presents information to the public concerning program alternatives to secure detention.
10. Assumes limited supervisory functions in the absence of the Juvenile Corrections Officer Supervisor; explains and interprets policies and procedures; coordinates detention alternative staff activities; sets-up and monitors juvenile electronic monitoring units; responds to and resolves problem situations; directs juveniles to report to secure detention.
11. Assists in the training of new program employees.
12. Maintains necessary records and prepares required reports.
13. Develops, designs, creates and places into practice new and innovative alternatives to secure detention.

#### STATEMENT OF OTHER JOB DUTIES

1. Performs related duties as required.

#### **MINIMUM QUALIFICATIONS:**

A Bachelor's degree in a social or human service field, AND, two (2) years experience in the supervision of juveniles (paid or volunteer) with preference for experience in residential programs; OR, an Associate's degree in a social or human service field, AND, four (4) years of experience in the supervision of juveniles (paid or volunteer) with preference for experience in residential programs; OR six (6) years of experience in the supervision of juveniles (paid or volunteer) with preference for experience in residential programs; OR any combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

#### SPECIAL REQUIREMENTS

- Must be at least 21 years of age.
- A valid Washington State Drivers License is required for employment.
- Must pass an extensive background investigation, which may include a criminal history check, a polygraph examination, psychological and physical exams.
- Must obtain a valid First Aid / CPR Card within six (6) months of employment.
- Must Become Level One Defensive Tactics trained within six (6) months of employment.
- Successful completion of a Washington State Criminal Justice Training Commission Academy may be required within six (6) months of employment.

#### **ADDITIONAL INFORMATION:**

##### KNOWLEDGE AND ABILITIES

Knowledge of:

- juvenile behavior patterns;

- interviewing, counseling and motivational approaches and techniques;
- confidentiality in juvenile corrections and criminal justice positions in general;
- literature, developments, and trends in the social services area with emphasis on juvenile alternative confinement programs;
- individual and group behavior;
- community based resources including educational, social and health services agencies;
- basic principles of program planning and youth supervision;
- group dynamics and de-escalation skills;
- curriculum development and instructional techniques;
- criminal and juvenile justice systems.

Ability to:

- independently make sound decisions in crisis and emergent situations;
- establish and maintain a rapport with juveniles, guiding them toward positive goals;
- communicate with juveniles in ways that are both supportive and direct;
- use critical thinking skills on a daily basis;
- exercise officer discretion, initiative and judgment;
- design, write, edit, publish and distribute quarterly program newsletters;
- develop curriculum, design lesson plans and instruct juveniles;
- monitor the activities of juveniles in a structured setting;
- organize and express oneself in written and oral communication;
- apply abstract principles, guidelines and concepts to concrete work situations;
- work well independently, with a minimal amount of direct supervision;
- work with persons from a variety of socio-economic backgrounds and culturally diverse populations;
- instruct juveniles in "life skill" classroom activities;
- instruct and monitor juveniles in "community service" type activities in public settings;
- facilitate discussion with a group of youths;
- organize data for presentations;
- establish and maintain community support groups and professional contacts;
- develop and deliver monthly unit meeting agenda;
- use physical force effectively and responsibly, including use of mechanical restraints;
- use a variety of mechanical and power tools to support youth in performance of projects;
- operate computer software applications including wordprocessing, spreadsheets and databases;
- operate internet based electronic tracking systems.

PHYSICAL EFFORT

Good physical condition is required to deal with occasional violent or threatening behavior on the part of Juveniles.

Employees may be required to restrain Juveniles and lift or move items weighing up to forty (40) pounds.

SUPERVISION

Employees in this classification report to a Detention Supervisor. The work is performed with considerable independence with periodic reports to supervisor on the status of projects. Employees may work by themselves in the evening and on weekends. Employees supervise youth in compliance with court ordered confinement in a non-secure environment. This classification provides supervision for at-risk offenders in sensitive public and private venues.

WORKING CONDITIONS

Work is typically performed inside but may include outdoor work in all kinds of weather. The employee must be able to work a variable work schedule which may include extended hour days, shift work and work on weekends and holidays. The employee may be required to work at a computer one or more hours per shift. The employee must be willing and able to use appropriate levels of verbal and/or physical force and mechanical restraints on aggravated or hostile youth when necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.  
EEO policy and ADA notice