



KITSAP COUNTY
invites applications for the position of:
**JUVENILE CASE
MONITOR - COURT
SERVICES**

SALARY: \$19.64 - \$25.06 Hourly

OPENING DATE: 07/18/14

CLOSING DATE: 08/04/14 11:59 PM

GENERAL STATEMENT:

Under the direction of the assigned supervisor, the incumbent performs professional court services work providing program coordination and oversight for the Juvenile Treatment Courts in accordance with the applicable department and Washington State policies, guidelines, regulations and statutes. Incumbents provide support services to the Court Services Officer assigned to Juvenile Drug Court and Individualized Treatment Court (ITC) and assist in the compliance of court-ordered conditions of probation.

Distinguishing Characteristics

Juvenile Case Monitor is a stand-alone classification distinguished by responsible monitoring and youth supervision work for various Kitsap County Juvenile Department programs. Work assignments are received with general and limited technical instruction and require judgment and initiative in the selection of courses of action and resolution of complex or unique problems within the framework of legal requirements and department policies and procedures. The incumbent appraises the supervisor of program activities, progress, and challenges on a regular basis. Work is reviewed by the supervisor for effective development, implementation, and/or evaluation of programs and evaluated through meetings, conferences, reports, and results obtained.

QUALIFICATIONS FOR PERFORMANCE OF THE ESSENTIAL FUNCTIONS:

Required Education and Experience

- Bachelor's degree from a college or university accredited by an agency recognized by the US Department of Education in behavioral sciences or related field; OR,
- Four years progressively responsible support work experience in juvenile social work, court services, probation or counseling; OR,
- Any equivalent combination of experience and education which provides the applicant with the desired knowledge, skills and abilities required to perform the work.

Preferred Education Experience or Other Qualifications

- Previous Juvenile Justice/Offender work experience.
- Previous work experience in coordinating and supervising programs for high-risk youth.
- Previous case management recordkeeping experience using computers.

Required Licenses, Certificates, Examinations/Tests and Other Requirements

Please note: *The incumbent is responsible for obtaining and maintaining all of the following required licenses, certifications and other requirements.*

Prior to employment, the successful candidate must:

- Submit official transcripts from an accredited college or university accredited by an agency recognized by the US Department of Education if education is being used to meet the minimum qualifications.
- Pass all job-related examinations/tests necessary to demonstrate required knowledge, skills and abilities, as determined by the hiring authority at the time of job posting.
- Submit a copy of their State employment driving abstract to verify their eligibility to drive for Kitsap County.
- Pass a criminal background check through Law enforcement agencies and Department of Social and Health Services including fingerprinting.
- Pass a job-related polygraph test and a psychological examination.

At time of appointment, the successful candidate must:

- Possess a valid Washington State Driver's License.
- Be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policy in the operation of a motor vehicle on County business.

Within six months, the successful candidate must:

- Satisfy the training requirements established by RCW 43.101.220 and the Criminal Justice Training Commission (CJTC). Successful completion of the CJTC Juvenile Services Academy.
- Possess and maintain valid CPR and First Aid certification.

Required Knowledge, Skills and Abilities

Knowledge of:

- The physiological, psychological and social/cultural influences which affect youth behavior.
- Methods and techniques of interviewing, monitoring, evaluation and assessment of behavioral factors.
- Methods and techniques of youth supervision, motivation and guidance.
- Principles, methods and techniques of conflict management and problem solving.
- Professional standards applicable to interaction/communication with at-risk youth, families, and other collateral agency representatives and professionals involved with their case.
- Methods and techniques of data collection and record maintenance.

Skills and/or Ability to:

- Appear for scheduled work and complete assigned tasks within a reasonable period of time.
- Schedule and prioritize workflow to complete tasks and meet deadlines.
- Work independently without regular direction, and troubleshoot problems in

assigned area of responsibility.

- Establish and maintain effective working relationships with others using tact, courtesy and good judgment. Work effectively with juveniles.
- Work collaboratively with law enforcement, social services and other agencies.
- Work successfully within the context of a team as a team player.
- Anticipate problems and respond quickly and decisively to unexpected situations and behaviors.
- Maintain a professional demeanor under heavy workload and stressful situations.
- Maintain confidentiality and adhere to policy and procedures of the department.
- Communicate effectively orally and in writing.
- Operate a computer for report writing, data entry and retrieval.
- Interpret and implement a variety of documents, policies, procedures and laws.
- Safely operate a County vehicle to transport youth.
- Maintain security, order and control of behaviors of youth under supervision.
- Be adaptable and flexible.
- Coordinate activities and plan activities for the most efficient use of time.
- Consider reasonableness of response before acting.
- Compile, prepare, and tabulate statistical data and reports.
- Physically perform assigned duties and essential functions of the position.
- Work under the occupational hazards and safety precautions required when performing assignments.
- Work various shifts, weekends, holidays and overtime as required, including on-call duty and non-sequential days/hours.

Working Conditions/Physical Activities

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an automobile and office and field environments. Positions in this class typically require:

- Walking, sitting, standing, climbing and balancing;
- Bending, stooping, twisting;
- Reaching above and/or below shoulder;
- Handling/grasping documents or equipment;
- Clear speaking and adequate hearing sufficient to communicate effectively and respond appropriately in-person or on the telephone;
- Hearing adequate to distinguish audible signals and traffic noise;
- Vision sufficient to read source materials, computer screen data, distinguish detail or color, and observe the behavior of youth.
- Requires exertion of force of 20 pounds occasionally, and 10 pounds frequently to lift/carry/move objects, files/documents, and other materials.

Incumbents may be exposed to:

- Physical hazards when dealing in highly emotional and stressful situations with potentially volatile or violent clients.
- Environmental/biochemical hazards due to the potential for contact with bodily fluids.
- Dangerous chemicals and dust particles due to the potential for contact with such substances in the homes of clients.
- Inclement weather.

- Road traffic hazards.

ILLUSTRATIVE EXAMPLE OF DUTIES:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Functions:

- Monitor, observe and document youth behavior of participants in the Treatment Courts. Provide direct supervision, direction, and guidance to juveniles in Drug Court and ITC or participating in off-site programs.
- Communicate rules and expectations to youth, family and legal guardians.
- Assist youth in compliance with court-ordered conditions of probation and/or school attendance requirements. Verify youth's participation/compliance/completion; prepare and distribute related incident reports.
- Obtain information from school personnel regarding attendance, conduct and academic performance. Meet with school officials, supervisor, probation, and legal guardian as necessary to discuss behavioral issues and explore creative solutions. Make on-going and periodic contact with legal guardians regarding program requirements, orientation and scheduling. May make contact at the juvenile's home, work and/or school locations.
- Encourage and motivate clients by providing information and problem solving assistance. May recommend referrals to appropriate community agencies or resources for additional assistance to alter and improve the client's situation.
- Participate in pre-court meetings and hearings for both Drug Court and Individualized Treatment Court.
- Participate in team meetings concerning the assigned program. Regularly consult with supervisor and professional staff regarding possible alternative plans of action and the case plan. May participate in the development and modification of the case plan.
- Regularly consult with the coordinating probation officer and make suggestions on a possible alternative plan of action.
- Assist in urinalysis collection for testing, data collection, and providing transportation of ITC and Juvenile Drug court participants to pro-social activities.
- Collect and provide data for both internal and external quality assurance evaluations.
- May represent the department in the community, on appropriate committees and in collaboration with other departments and agencies.
- Compile, analyze, and maintain complete, detailed, and accurate records of contact and information obtained relative to each individual case and assessment referral.
- Maintain accurate case records in a timely manner. Prepare reports for and may speak before the Court about the assigned program and issues related to youth participation.
- Respond to inquiries, complaints, or requests for information regarding the assigned program providing information within scope of knowledge and authority. May respond to emergency situations including use of first aid as needed.
- May operate a Kitsap County vehicle to transport youth participants in the Treatment Court program including responsibility for vehicle and youth safety, and enforcement of security procedures and rules.
- May assist with recommendation for warrant issue or other related action for youth on warrant status by: researching youth background, consulting with

probation officers, law enforcement, school officials, other collateral agencies and legal guardians and preparing and maintaining timely and accurate reports and records.

Other Job Duties:

- Perform other assigned tasks as required.

OTHER POSITION RELATED INFORMATION:

- Classified as eligible for overtime under the Fair Labor Standards Act (FLSA).
- Union membership pending.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kitsapgov.com>

Position #2014-00464
JUVENILE CASE MONITOR - COURT SERVICES
SW

614 Division St, MS#23
Port Orchard, WA 98366
360.337.7185

JUVENILE CASE MONITOR - COURT SERVICES Supplemental Questionnaire

- * 1. (REQ-2) I understand that all related experience must be listed under the Work Experience section of this application and that it must include a detailed explanation of my roles and responsibilities at each relevant employer. I also understand that resumes are not rated or reviewed for minimum and preferred qualifications and that an incomplete application or lack of details will disqualify my application. (Please note: The quality and completeness of the application will be considered in determining whether applicants will move to the next phase of the screening.)
- YES
 NO
- * 2. This position requires four years progressively responsible support work experience in juvenile social work, court services, probation or counseling, or a Bachelor's degree in behavioral sciences, criminal justice or a related field; or any equivalent combination of related education, training and experience which provides the applicant with the desired skills, knowledge and abilities required to perform the work. How do you meet the minimum qualifications? Note: Specific details regarding experience must be listed under the work history section of the application and education must be listed under the education section on the application.
- Four or more years of work experience in juvenile social work, court services, probation or counseling.
 Bachelor's degree in behavioral sciences, criminal justice or related field.
 Combination of education and experience which is equivalent to four (4) years.
 None of the above.
- * 3. Do you have previous juvenile justice/offender work experience?
- Yes
 No
- * 4. Do you have experience working with youth with mental health issues and/or involved in substance abuse?
- Yes
 No
5. Describe your work experience related to this position, including work with juvenile offenders and those with mental health and/or substance abuse issues.
- * 6. Select all of the Microsoft Office software products that you are proficient in utilizing in the work environment:
- Word
 Excel
 Outlook
 Access
 None of the above
7. Describe your case management recordkeeping experience.
- * 8. (DR) Do you have a valid driver's license or do you have access to reliable transportation?
- YES
 NO
- * 9. (DRA001) Regarding your driving history, please select all that apply:
- Suspended license during the last three (3) years.

- Suspended license more than once during the last five (5) years.
- Revoked license in the last five (5) years.
- Reckless driving conviction (or similar offense e.g. careless driving) in the last three (3) years.
- Reckless driving conviction (or similar offense e.g. careless driving) more than once in the last five (5) years.
- Driving conviction involving the use of drugs, alcohol, or controlled substance in the last five years.
- Hit-and-run, bodily injury, or reportable property damage driving conviction in the last five (5) years.
- Found at-fault for two (2) or more accidents in the last five (5) years.
- Found at-fault for a fatality as a result of an accident in the last five (5) years.
- None of the above.

10. (DRA-11) Your driving record for the last 5 years will be reviewed. Please list all traffic violations for the last 5 years below. Exclude any parking violations or photo enforcement tickets. Include in your response the type of citation, date of citation and disposition.

11. (DRA-12) Please list all pending driving related charges. Exclude any parking violations or photo enforcement tickets. Include in your response the type of citation, date of citation and disposition.

* 12. (DRA-13) I understand depending upon my answers to the above driving related questions and after a review of my driving record I may be disqualified for this position. I also understand that I will be required to provide a copy of my Employment Driving Record prior to appointment for verification of a safe driving record.

- YES
- NO

* 13. (REQ-1) I certify that I have read the complete job classification for this position and I am able to perform the essential functions of this position, with or without reasonable accommodations.

- YES
- NO

* Required Question