

# **JUVENILE PROBATION COUNSELOR**

## **JOB PURPOSE AND SUMMARY**

This position requires professional supervision of juvenile offenders. Probation Counselors receive and examine referrals to the juvenile court for the purpose of considering filing of a petition or information. Make recommendations to the court regarding the need for continued detention or shelter care of a child; arrange and supervise diversion agreements; prepare predisposition studies; attend hearings to respond to questions regarding the case; supervise court orders of disposition to ensure that all requirements of the order are met.

Work is characterized by 24-hour professional responsibility for cases under his/her supervision.

## **CLASSIFICATION DISTINCTIONS**

This classification provides program support of a professional nature. The class is distinguished from Juvenile Services Associate by the body of subject matter knowledge necessary in performing the duties being significantly more extensive; the greater degree of independent judgement and action required; the incumbent being more involved in the technical aspects of specialized subject matter. Work is characterized by substantial responsibility for initiating and prioritizing work within established legal guidelines and departmental parameters. This class may direct or guide work of Associates, Trackers, Interns, and or Volunteers. Probation Counselors are expected to exercise decision making and be involved in program development. Associates are expected to make choices among policy and procedure options, but are not expected to exercise the extent of decision making and program development found at the Probation Counselor level.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES:**

- Administers a risk assessment to systematically gather client and family information that indicates likelihood of reoffending, identifies protective factors, targets areas for change and measures outcomes of intervention. Based on the criminogenic needs of the clients and identified strengths, develops intervention plans to decrease risk factors and behaviors and increase protective factors.
- Counsels and monitors juveniles that are on community supervision. Talks with school officials, law enforcement officers, social workers and other interested parties to aid in the rehabilitation of youthful offenders. Determines termination dates for supervision. Takes custody of juveniles violating terms of supervision and presents case to court.
- Reviews police reports on misdemeanor and gross misdemeanor offenses for legal sufficiency. Serves as the prosecutor for all misdemeanor cases not otherwise attached to a felony. Files charging documents, schedules cases on court dockets, negotiates with defense attorneys, and makes sentencing recommendations to the court.

- Prepares affidavits, warrants and reports to the court; files probation violations on juveniles who have failed to comply with the stated conditions of their probation orders.
- Prepares decline of jurisdiction and predisposition reports as required and is present in court at the disposition hearing to respond to questions regarding the studies; prepares criminal histories and presents information to the prosecuting attorney.
- Provides case direction to Probation Associates and Trackers; assists in the training and supervision of interns and volunteers for the juvenile department.
- Works with detention staff to ensure that juveniles under supervision receive the necessary and appropriate services. This includes providing all known information regarding the juvenile's mental health status, medical needs and program requirements to detention staff.
- Maintains accurate case notes, records and statistics related to the juveniles under supervision.
- Leads, teaches and/or facilitates classes, clinics and programs for clients and/or parents.
- Provides liaison services with victims of crimes and determines restitution amounts; coordinates restitution and fine payments.
- Advises and renders other assistance to parents, guardians, and other interested parties in the handling of delinquent or pre-delinquent behavior of juveniles.
- Performs other work as required.

## **QUALIFICATIONS**

### **Education and Experience:**

- Bachelor's degree in social science, criminal justice, law enforcement or related field.
- Two (2) years of professional work experience in youth related services

Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

This position requires and/or involves unsupervised contact with youths, developmentally disabled persons, and/or vulnerable adults, and therefore must undergo a criminal background check by the Washington State Patrol.

**Knowledge of:** balanced and restorative justice principles, rehabilitation, probation and social casework; causes and treatment of juvenile delinquency; investigative techniques applicable to crimes by and against juveniles; operational characteristics, services, and activities of a juvenile

services program; principles of human behavior and juvenile psychology; pertinent laws, codes and regulations; computer skills in word processing, spread sheets and case tracking software.

**Ability to:** assess risk and protective factors; perform strengths based interviews and develop individualized case plans; counsel juvenile offenders; communicate with juveniles and adults in a manner that gains respect and confidence; provide services to victims of crime; exercise good judgment, enforce rules and regulations positively; apply effective counseling skills in crisis situations; work collaboratively; teach youth life skills; organize and maintain case records; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with others.

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