

PROBATION OFFICER I
JUVENILE

Position Summary:

Juvenile Probation Officers serve under the direction of the Washington County Court of Common Pleas. A Juvenile Probation Officer performs duties and responsibilities consistent with the requirements of the Pennsylvania Juvenile Act, Rules of Juvenile Court Procedure, Principles of Balanced and Restorative Justice, and Juvenile Justice Evidence-Based Practices. The mission and purpose of the Juvenile Act mandates that youth who commit delinquent acts be provided "programs of supervision, care and rehabilitation which provide balanced attention to the protection of the community, the imposition of accountability for offenses committed and the development of competencies to enable children to become responsible and productive members of the community," which fully embrace the principles of Balanced and Restorative Justice. Evidence-based Practices employ assessments, interventions, and treatment approaches that have been demonstrated by sound research to work most effectively to reduce recidivism with juvenile offenders, and enables Pennsylvania's Juvenile Justice System to fulfill its mission and purpose. In order to adequately perform these duties and responsibilities, a juvenile probation officer needs to possess, develop, and continually refine the following knowledge, skills, and abilities.

Knowledge, Skills, and Abilities

Department Standards and Policies

- I. Work and Conduct Supports Mission and Goals of the Department/Judiciary**
 - Demonstrates personal integrity and abides by the Code of Ethics
 - Follows judicial polices/directives
 - Follows departmental polices
 - Demonstrates a willingness to employ Evidence Based Practices to reach departmental goals.

- II. Attentive to Departmental Safety Regulations/Policies**
 - Follows departmental safety regulations/polices
 - Completes required training and properly uses methods for managing angry or physically assaultive individuals

Professional Alliance and Growth

- III. Communicates Effectively with Departmental Employees, Juvenile Court Personnel, Victims, and all External Stakeholders.**
 - Is authentic, attentive, and articulates effectively when communicating with others

- Is confident, respectful, and professional in all interactions
- Written and verbal communications are purposeful and timely
- Accepts responsibility, is responsive to suggestions and demonstrates the ability to be flexible, making appropriate adjustments when necessary

IV. Works Collaboratively with Workgroups/Teams/Committees

- Works collaboratively with others to prevent or resolve conflicts by gathering relevant information and evaluating alternatives, before making a decision
- Willing to accept new duties
- Volunteers and actively participates in committees/workgroups

V. Seeks Opportunities for Professional Development

- Completes required training hours
- Willingly participates in training to address needs identified through audits/formal observations, supervisor feedback, and personnel evaluations
- Keeps informed of best practices and issues in the field

Case Management and Supervision

VI. Risk Reduction

- Makes appropriate referrals for juveniles and families based on the principles of risk, need and responsibility
- Provides appropriate information, per departmental policy, to the treatment/referral agency and obtains required documents from the treatment/referral agency
- Communicates with service providers to support the achievement of identified goals

VII. Accountability Measures

- Makes referrals to restorative programs, as appropriate
- Monitors payments of restitution and reports arrears in accordance with department policy and court requirements
- Makes timely referrals and oversees completion of community service

VIII. Screening/Assessment Tools

- Utilizes effective information gathering techniques
- Completes the screening/assessment tool in a detailed and timely manner
- Scoring of the screening/assessment tool is reliable and valid
- Level of supervision and risk assessment overrides are explained and documented per departmental policy

IX. Case Planning

- Prepares for development of initial case plan by identifying criminogenic needs and considers strategies for engaging juveniles in setting goals related to increased competencies
- Strengths are identified and included in the case planning process
- Collaborates with juvenile and family in developing and prioritizing goals to be incorporated into the case plan
- Develops a case plan which incorporates specific action steps while addressing responsibility needs
- When appropriate, case plans include linkage to agency involvement and treatment plans

X. Motivational Interviewing

- Demonstrates the use of Motivational Interviewing skills during daily interactions
- Employs Motivational Interviewing skills to enhance the quality of case management focusing on positive behavior change
- Listens effectively and encourages others to speak candidly; Participates in ongoing practice through the completion of recordings and/or direct observations per departmental policy
- Utilizes effective Motivational Interviewing to assist the juvenile in strengthening motivation and adherence to probation requirements

XI. Day-to-Day Supervision

- Meets contact standards as required by departmental policy
- Makes contact with family, schools, placements, and community
- Monitors compliance with court requirements and laws
- Utilizes assessment results, case plan, skill building and structured sessions to focus discussions with juveniles around behavior change
- Monitors progress, identifies barriers and assists juveniles in solving problems to promote behavior change by utilizing client-centered skill building activities

XII. Graduated Responses

- Attentive to positive behavior and achievements and utilizes incentives to reinforce behavior change
- Recommends graduated sanctions for non-compliance in accordance with departmental policy/court directives

XIII. Documentation

- Case notes are objective, timely, concise, and thorough
- Case notes adequately summarize significant events or non-compliance
- Case notes routinely summarize progress on supervision plan goals
- Data entry into JCMS and other data sources is timely, accurate, and complete
- Reports are factual, grammatically correct, and filed in a timely manner

XIV. Court Duties/Recommendations

- Timely and complete preparation of all court documents
- Concise and clear recommendations to the courts based on a thorough analysis and summary of the case, including risk-level and identified needs (both criminogenic and special)
- Prepared and on time for all court related meetings
- Professional courtroom demeanor

Examples of Work Performed

- Receives, reviews, and evaluates delinquent allegations of youth
- Conducts interviews and investigations with youth, family, victims and other relevant individuals/entities, in the field or office.
- Administers and interprets screening and/or assessments instruments, including the Youth Level of Service (YLS), MAYSI-2, Pennsylvania Detention Risk Assessment Instrument (PaDRAI), and other instruments
- Prepares reports and makes recommendations to the Juvenile Court based on interviews, investigations, and results of screening and/or assessments instruments
- Prepares a case plan to address criminogenic risk/need domains consistent with the principles of Balanced and Restorative Justice to ensure that balanced attention is provided to the needs of the community, the victim, and the offender
- Provides supervision and interventions based upon case plan, conditions of probation, and Orders of the Court, in the field or in the office.
- Assures adherence to victims' rights in accordance with the Pennsylvania Crime Victims' Bill of Rights
- Establishes a plan for collection of restitution ordered by the Juvenile Court and/or other reparations to the victim so ordered by the Court
- Collaborates with the youth's family and community resources based on case plan
- Provides directly and/or facilitates individual and/or group cognitive behavioral and skill building interventions for youth based on training and expertise to address identified criminogenic risk/needs
- Makes referrals for community-based services for youth based on case plan and monitors and assesses progress
- Employs graduated response systems to encourage and support desired behaviors and discourage and hold youth accountable for undesired behaviors
- Takes into custody and places in an alternative to detention program or detains in secure detention facility based on risk to appear for hearings and/or commit additional delinquent acts while pending a hearing before the Juvenile Court Judge
- Makes referral to residential services and monitors progress based on the criminogenic risk/needs identified in the case plan
- Maintains detailed and accurate records of the youth's progress and compliance with the requirements of the case plan and conditions of probation

- Evaluates and makes recommendations for discharge of the youth from Juvenile Court supervision
- Other duties, as required

Education, Experience, Certifications, and Professional Development

Minimum requirement for employment as a juvenile probation officer is a bachelor's degree, with a background of at least 18 credits in the behavioral or social sciences from an accredited college or university. Provisions for exception to this standard through participation in an exceptional person process may be provided consistent with Juvenile Court Judges' Commission's juvenile probation officer's employment qualifications.

Prior to employment will be required to obtain Child Abuse Clearance, and Pennsylvania State Police, Federal Bureau of Investigation Criminal Background Checks, and successfully complete a psychological and physical evaluation to determine mental/physical fitness to perform duties.

Required to possess and maintain a valid Pennsylvania driver's license.

Upon hire complete a minimum three weeks of out of town training and 40 hours of annual professional development as recommended by the Juvenile Court Judge's Commission/Center for Juvenile Justice Training & Research Training Policy.

Essential Job Functions

- Must be able to work the mandatory hours set by the department.
- Must be able to work flexible hours when it is necessary to transport probation clients, and attending court hearings.
- Must have good communication skills to converse with probation clients, judges, the public, and parolees.
- Must have good audio and visual skills.
- Must be able to work alone, closely with others, and under stress.
- Must be capable of working in a hostile environment.
- May be exposed to adverse weather conditions when making visits.
- May be required to stand, walk, bend, push, pull, twist, reach, lift, kneel, and crawl.