



Employment Opportunity

Kittitas County, Washington

POSTED: 12/7/2018

CLOSES: Open until filled

JUVENILE PROBATION COUNSELOR

The current vacancy in Juvenile Probation is a full-time, benefited, Teamsters Union (Local 760), non-exempt position expected to begin as soon as possible. This position is responsible for the supervision and counseling of a combination of approximately 35-60 juvenile offenders and/or youth under the Court's jurisdiction for BECCA. Anyone who meets the qualifications stated below may apply. Screening will commence on 12/14/2018 and continue until a suitable candidate has been found.

SALARY RANGE: \$4,404- \$4,805 per month.

ESSENTIAL FUNCTIONS

Supervise a caseload of approximately 35 to 60 different juvenile offenders and Truant/At-Risk youth annually. The offender caseload will consist of low, moderate and high-risk cases, and will include the monitoring of family, school, and community interaction, in order to ensure the successful completion of court orders and community protection.

- Interview youth and/or families during regularly scheduled counseling sessions.
- Assist parents with understanding effective use of ARY and Truancy Petitions.
- Review ARY Petitions prior to parents filing.
- Explain probation requirements, court orders, and consequences of non-compliance to youth and parents using motivational interviewing techniques and approach.
- Implement CMAP based treatment plans addressing specific identified criminogenic factors, which assist in the completion of court orders and reduce likelihood of new offenses.
- Resolve conflicts or concerns which might interfere with compliance and that support behavior change on the part of the youth.
- Conduct crisis intervention with youth as necessary.
- Refer and support engagement of youth and/or families to appropriate community resources (counseling, education, employment, etc).
- Train youth and/or families in social skills, alcohol and drug awareness, employment, or other skills.
- Coordinate and attend meetings with community agencies to monitor youth's progress and develop appropriate and specific interventions that address identified risks and needs.
- Inform prosecutor, in writing, of violations of the court's orders or probation requirements.
- Testify as to specific areas of non-compliance at court hearings.
- Perform field contacts with youth.
- Perform unscheduled interventions in and outside of office on caseload youth.
- Monitor youth declared to be ARY and/or Truants as directed by the Court.
- Make observations, remain aware and assist maintaining security of people and property.

Kittitas County is an Equal Opportunity Employer

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Gather legal/social facts for sentencing recommendations to the courts and make appropriate referrals to treatment or other services for juvenile offenders.

- Review police reports, statements, diagnostic evaluations, and prior legal and social information.
- Examine legal and social files for previous criminal history, court orders, and relevant information.
- Determine appropriate sentencing range based on statutory factors and criminal history examination.
- Interview youth, family, victims, and other pertinent individuals having a relationship to the case.
- Diagnose criminogenic, offense specific and environmental factors relevant to preventing further offense behavior.
- Consult with staff and treatment professionals regarding appropriate and/or available treatment and intervention approaches/programs.
- Assess youth's ability to meet financial obligations and ensure the effort is made.
- Develop recommendations for the court's consideration & use in sentencing.
- Develop treatment plans that provide for the youth's needs, address risk factors, reinforce protective factors to enable successful youth accountability, and protection of the community.
- Prepare Pre-disposition Reports, Manifest Injustice recommendations, Modification of Disposition documents, other oral & written reports detailing disposition recommendations and treatment options.
- Complete Prescreen, full assessments and follow up CMAP Risk Assessments through certified interviewing techniques and computer application of the tool.

Provide 24 hour-a-day detention intake screening, and crisis intervention for those youth requiring detention at the time of arrest.

- Assure arrest and detention (when appropriate & consistent with statutory criteria) of youth on community supervision if observed violating statute or court orders.
- Respond to requests for crisis intervention from families or other agencies on a 24-hour basis.
- Respond to requests from law enforcement for intake screening regarding juvenile offenders on a 24-hour basis.
- Review police reports, detention criteria, and any other pertinent information.
- Determine appropriate intake action: crisis intervention, temporary hold, detention, release, to parents, etc.
- Arrange transportation to and placement in appropriate facility when detaining youth.
- Advise youth and families of the juvenile court process and possible outcomes for the specific offense.
- Conduct crisis interventions with family and youth when necessary.
- Refer parties involved to appropriate resources for resolving issues when detention is not appropriate.
- Maintain primary responsibility for youth in custody while in office & courtrooms.
- Take action to restore safe & secure environs & report security violations.

Testify in court and make recommendations that address the accountability, treatment, rehabilitative, supervisory, restorative and custody needs of juvenile offenders and restitutions needs of victims while providing community safety.

- Present reports and recommendations at detention and disposition hearings.
- Testify in court as to the circumstances of the case and the need for specific intervention measures.
- Propose recommendations that are in the best interest of the victim, community, youth and family.
- Advise the court about any special problems/circumstances that might be relevant to its decision.
- Develop and present the rationale for any disposition recommendation outside the standard range.
- Persuade the court to follow the probation recommendation through the use of clear and

convincing arguments.

- Testify as necessary to clarify any social, legal, treatment or resource issues.
- Identify, investigate and report violation(s) of court orders.
- Prepare violation reports to the court through the Prosecuting Attorney's Office.
- Testify to elements of alleged violations and recommend resolution/response by the Court.
- Implement court orders in response to adjudication for violations.
- Supervise offender's performance in response to the court's order.

Coordinate detention services for those youth who have been court ordered to serve time in secure confinement on home detention.

- Determine appropriate type of detention program based on youth's behavior, history, and court order.
- Develop home detention contracts with Field and Custody Counselor, youth, and family for youth on Home Detention.
- Arrange transportation to and from facility or court for those held in secure detention.
- Inform detention staff when to expect or release youth as necessary for court appearances or at end of sentence.
- Coordinate Community Restitution, drug and alcohol evaluations, and psychological tests for detained youth.
- Inform detention staff of medical, physical, and emotional status of youth held in detention.
- Inform youth of rules and expectations while on Home Detention.
- Review and record client behavior and program participation while in detention, Home Detention.
- Identify youth for Domestic Minor Sex Trafficking (DMST) or Commercial Sexual Exploitation Children (CSEC) and Developmental Disabilities screening at intake.

Develop and maintain working relationship with other treatment agencies, families, schools, law enforcement agencies, and the community under administrative direction.

- Advise families, schools, community agencies, and law enforcement of available departmental services.
- Develop programs for presentation to schools, community groups, volunteers, youth and families.
- Teach prevention programs, social skills, and understanding of the juvenile court process.
- Assist related agencies in the presentation of programs or training.
- Attend community meetings, boards, committees and task forces.
- Develop and maintain clear lines of communication with treatment providers and referral agencies.
- Assist other treatment providers through case staffing and information sharing.

OTHER FUNCTIONS

Assist development and participate in group style interventions with juvenile offenders and at-risk youth and significant related people

- Assist in identifying group interventions which will enhance competencies development and/or reduce recidivism in offender youth and support appropriate family relations.
- Assist in determining desired outcomes and objective measures to produce those outcomes.
- Attend training to enhance skills in providing group interventions.
- Co-facilitate group interventions.
- Support group process by referring appropriate youth and ensuring their participation.
- Participate in evaluation and reporting impact of group interventions.
- Recommend changes to enhance the development of group process.

Train, advise, and supervise interns and volunteers who assist with caseload, diversion, and detention programs in coordination with Supervisor.

- Train interns and volunteers in the areas of juvenile law, policy, and procedures.
- Inform interns and volunteers of community resources and techniques for dealing with juvenile offenders.
- Select youth to be involved in programs that interns will supervise and monitor.
- Develop case plans and goals for interns to achieve with assigned youth.
- Train interns and volunteers in techniques used to work effectively with youth.
- Observe intern's performance with assigned youth.
- Evaluate intern's effectiveness in obtaining compliance with terms of probation.
- Write reports to intern's supervising professor describing goals and expectations and evaluate performance.

This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in closely related field AND one (1) year of experience with juvenile care system issues.
- Valid Washington State driver's license.
- A criminal history and background check will be performed to include fingerprinting on qualified candidates. Convictions may preclude applicants from employment in certain circumstances. Factors such as relativity to the position, age at time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Ability to pass the Juvenile Services Academy within the first six (6) months of employment.
- Ability to be certified as an Agency Affiliated Counselor by the Washington State Department of Health.
- Must have excellent communication skills (written, verbal, and non-verbal) in order to comprehend and follow verbal/written instructions, explain regulations, policies, and procedures to a diverse population, conduct crisis intervention, and prepare written reports.
- Ability to frame interventions using knowledge of Restorative Justice.
- Ability to perform security functions of the position.
- Proficient with use of a computer, including MS Office Suite, and possess the ability to learn programs specific to the department and/or County quickly.
- Strong organizational and multi-tasking skills.
- Must be able to maintain composure and exercise good judgment in the midst of a difficult situation.
- Ability to maintain a positive demeanor and work cooperatively with co-workers and management.
- Reliable attendance.

PREFERRED QUALIFICATIONS

- Knowledge of applicable Washington State RCW's.
- Working knowledge of JCS, and JIS.
- Bilingual skills (Spanish/English).
- Knowledge of Washington State Juvenile Justice system.
- Crisis intervention skills and abilities.

- Certified in CMAP.

WORKING CONDITIONS

The person in this position will be required to work in a variety of environments, including but not limited to an office, court, and in the community. Scheduling will depend upon when youth are in custody. Must be able to participate in 24/7 on-call responsibilities. Exposure to angry or emotional youth and/or families will occur, which may be expressed verbally and/or physically. Must be capable of ensuring custody and security in the Courtroom and office environment, including the ability to physically restrain combative individuals and utilize proper handcuffing techniques. Ability to use standard office equipment; vision to read printed materials and a computer screen; hearing and speech to clearly communicate in person or over the telephone; strength to lift, pull, push and/or carry up to 50 pounds (possibly more with assistance); capable of bending, reaching, grasping, squatting, climbing stairs, sitting and standing for prolonged periods of time to complete the essential functions of this job.

Some travel will be required; must be able to safely operate a motor vehicle in all weather conditions and levels of daylight.

Work is typically performed during standard business hours; however, at times there are variations in working hours that will include occasional evening and weekend work. Regular attendance and punctuality are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Two Professional References and One Personal Reference
5. Supplemental Exam Answers

SUPPLEMENTAL EXAM QUESTIONS

1. Describe a situation in which you had to apply ethics in decision making.
2. Describe a situation in which you had to take and assert a position despite it being uncomfortable.
3. Describe your experience and training that uniquely qualifies you for the position of Juvenile Probation Counselor with the Probation Services Department. Be sure to include any judicial system-related experience and/or training.
4. How do you see Restorative Justice applying in our juvenile justice system?
5. What is your experience in case management and use of motivational interviewing?