



Employment Opportunity

Kittitas County, Washington

POSTED: 2/8/2021

CLOSES: Open Until Filled

FIELD & CUSTODY COUNSELOR

The current vacancy in the Juvenile Court Services Department is a full-time, benefited, union (Local 760 – Probation), non-exempt position expected to begin as soon as possible. The Field & Custody Counselor provides intensive community monitoring of juvenile justice involved youth. Anyone who meets the qualifications stated below may apply. This position is considered open until filled. Candidates should apply by 2/22/2021 for optimal consideration.

SALARY RANGE: \$5,149- \$5,617 per month.

ESSENTIAL FUNCTIONS

Perform intensive community monitoring of juvenile justice involved youth (extensive field work). Support alternative accountability programs and evidenced based interventions with identified cases.

- Interview juveniles and their families to collect information about their behavior and activities at home, school, and in the community using Motivational Interviewing for CMAP.
- Complete CMAP Risk Assessment Pre-Screens.
- Advise juveniles and families of program requirements; establish behavioral contracts, which hold youth accountable, and protect our community while developing individuals' competencies.
- Observe and record probationer's behavior while under supervision, and conduct crisis interventions when necessary to maintain appropriate behavior at home or in the community.
- Advise probation counselors of probationers' behavior and activities, and report all violations of court orders.
- Testify at court hearings regarding observations and specific information gathered about the respondent's activities.
- Coordinate with law enforcement agencies to ensure detention criteria are met when legal process exists to take youth into custody.
- Identify and recommend modifications to improve the effectiveness of structured alternative accountability programs to supervisors.
- Supervise youth engaged in work crew/reporting programs.

Supervise a caseload of approximately 25 juvenile justice involved youth.

- Interview juveniles and/or families during regularly scheduled counseling sessions.
- Devise and implement treatment plans, which assist in the successful completion of court orders, reduce risk factors, improve protective factors and reduce likelihood of recidivism based upon CMAP.
- Update PACT Pre-Screen and or PACT Full Screen as additional information is identified.
- Explain probation requirements, court orders, and consequences of non-compliance to youth and their families.
- Resolve conflicts or concerns, which might interfere with compliance by probationers.
- Conduct crisis intervention with juveniles and families as necessary.
- Continue applying Motivational Interviewing including Change Cycle based intervention during Community Supervision.

Kittitas County is an Equal Opportunity Employer

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- Refer youth and/or families to appropriate community resources (counseling, education, employment, etc.).
- Facilitate training juveniles and/or families in developing social skills, alcohol and drug awareness, employment, or other skills.
- Attend meetings with community agencies to monitor probationers' progress and develop appropriate/meaningful interventions.
- Advise JCA of concerns, adjust interventions and refer for higher risk level caseloads in consultation with JCA and Juvenile Probation Counselors (JPCs).
- 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.
- Collect urine samples from court ordered youth.

Identify appropriate youth and support alternative structured accountability programs.

- Review all police reports, statements, and social information relevant to the case to evaluate the appropriateness of using Home Detention and EHM programs.
- Interview youth and family members to develop an understanding of the family's home dynamics, then assess youth's and family's likelihood to comply with the requirements of Home Detention and EHM.
- Recommend acceptance or rejection of referral for programs to probation counselors and/or the court.
- Develop, explain, monitor, and enforce requirements for those cases accepted to structured alternative accountability programs.
- Provide support of regular structured engagement to youth, families, and collaborative agencies.
- Serve as primary point of contact for detention and detention alternative programs
- Transport and supervise youth who are completing community restitution obligations at various sites and document compliance/non-compliance.
- Transport youth as needed to participate in court ordered obligations.

Maintain accurate records and report services provided to meet Juvenile Court program requirements.

- Maintain a daily log of activity and all contacts with probationers and collateral resources.
- Maintain accurate records of Home Detention referrals, electronic monitoring requests and Intensive Supervision support efforts.
- Regularly submit reports summarizing program use and goals achieved as directed.
- Record and report monthly activities in support of criminal justice services and other programs to JCA.
- Collect, record, and appropriately disseminate information regarding youth gang activity.
- Inform juvenile staff and appropriate collateral agencies of observations from fieldwork.
- Ensure proper accounting procedures are followed in maintaining the EHM fees account.
- Complete and ensure other staff's completion of Security Incident Reports and advise management.

Provide 24-hour crisis intervention, detention screening, transportation, and security coordination.

- Respond to requests for crisis intervention from families or other agencies regarding juvenile offenders on a 24-hour basis. Assist the arrest of youth on Community Supervision if observed violating statutes or court orders.
- Respond to requests from law enforcement for intake screening on a 24-hour basis.
- Review police reports, detention criteria, and any other pertinent information and determine appropriate intake action (crisis intervention, temporary hold, detention, release to parents).
- Advise juveniles and families of juvenile court process and possible outcomes for specific offenses, and conduct crisis interventions with families and children when necessary.
- Refer parties involved to appropriate resources for resolving issues.

- Facilitate custody arrangements and coordinate security arrangements for Juvenile Court hearings and youth in the custody of the Juvenile Court Services department.
- Recommend policies and procedures to produce indicated improvements.
- Provide statistical data about programs to JCA as requested.
- Assist staff, interns, and volunteers with implementing job related procedures.

Provide custody for juvenile justice involved youth ordered held by the court in the Juvenile Court office or environs.

- Perform frisk/pat search of youth ordered into custody.
- Place youth in physical restraints when ordered into custody by the court or when a cooperative youth is present and subject to an arrest warrant or immediate detainment by court order.
- Maintain safe and secure custody of youth pending release to transportation authority.
- Review all police reports, statements, and social information relevant to youth in custody to evaluate need for custody measures.
- Develop rapport within custody youth to obtain intake information and maintain order in the office.
- Supervise visitations within custody youth and parents or approved others.
- Remove property and record its disbursement from youth in custody.
- Advise juveniles and families of steps in the detainment process to alleviate anxiety and quell anger.
- Observe and record in custody youth's behavior while under supervision, conduct crisis interventions when necessary to maintain appropriate behavior in the office and court.
- Advise probation counselors of in custody youths' behavior and concerns discovered through interaction with youth.
- Testify at court hearings or relay to their JPC information regarding behavior of youth while in custody.
- Coordinate with law enforcement agencies to ensure security at the juvenile court office while youth are in custody.
- Coordinate transportation to and from court for scheduled court hearings.
- Escort youth to and from court when they are in custody.
- Escort or assist youth to and from transportation vehicles for custody issues.
- Record custody, transportation, and detention events to database.
- Observe, record, research, and advise JCA regarding custody planning issues.
- Respond to the office to assume custody of youth when on scheduled flex time pending court hearings or transportation.
- Prepare recommendations regarding use of restraints in the courtroom.

Perform primary responsibilities for security issues within Juvenile Court Services office and assist Security for the Juvenile Court while in session.

- Check physical security measures within the office at beginning of each shift and otherwise as determined necessary.
- Listen to nature of interactions of youth and parents when becoming aggressive or volatile or identified as a security concern.
- Respond to juvenile staff request for security assistance.
- Advise Courthouse Security Officers of security situations.
- Record security events through use of Security Incident Reports and log daily activities.
- Make observations of security while attending court hearings with youth in custody.
- Report security concerns to supervisor and Courthouse Security personnel as directed.
- Collect, record, and appropriately disseminate information regarding youth relevant to issues of CSEC, ACEs, and gang activity.
- Seek, attend, and share training in custody and security issues with other Juvenile staff.

- Maintain communication on security issues with juvenile staff, Courthouse Security personnel and law enforcement.
- Collect and process DNA and fingerprint samples of youth in custody in coordination with Yakima Juvenile Detention staff.
- Conduct monthly inhouse training opportunities for Juvenile Court Services staff regarding safety and security.

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 of Science degree in criminal justice or closely related field.
- At least one (1) year of experience working with adolescents in a security, custody, counseling, detention, or related environment.
- Additional education and/or experience may be considered in lieu of some minimum qualifications.
- Valid Washington State driver's license.
- A criminal history and background check will be performed to include fingerprinting on qualified candidates. Convictions may preclude candidates 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

- 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.
- Proficient computer skills, including Microsoft Office Suite, and possess the ability to learn programs specific to the department and/or County quickly.
- Ability to pass Physical Agility Test prior to academy.
- Statutorily mandated successful completion of State academy within first six (6) months of employment.
- Successful completion of Defensive Tactics course within first four (4) months of employment and participation in regular updates.
- Ability to perform custody and security functions of position, including the physical restraint of combative youth.
- Ability to maintain composure and exercise good judgment and critical thinking skills in the midst of difficult situations.
- Maintain high level of confidentiality and discretion regarding work-related matters.
- Annual background check if employed will be performed in accordance with contracting requirements with DCYF.

PREFERRED QUALIFICATIONS

- Bilingual skills (English/Spanish).
- Knowledge of Washington State Juvenile Justice system.
- Successful completion of Juvenile Security Workers Academy prior to employment.
- Knowledge of and experience with custody issues for youth.
- Knowledge of applicable Washington State RCWs and WACs.

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. Must be physically 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. Exposure to angry or emotional youth and/or families will occur, which may be expressed verbally and/or physically. Ability to use standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate clearly 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 required is 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 evening, weekend, and on-call work will be required based on custody needs. Weekend and evening hours will be required to supervise detention alternative programs and conduct home visits. Regular attendance, punctuality, and participation in on-call responsibilities 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. Three (3) professional references and two (2) personal references
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 Field & Custody Counselor with the Juvenile Court Services Department. Be sure to include any judicial system related experience and/or training.
4. What is your experience in case management and use of motivational interviewing?
5. Are you bilingual/bi-literate? Please describe your ability to read, write, and speak the Spanish language.
6. This position requires some weekend, evening, and on-call work to supervise detention alternative programs and conduct home visits. Do you have any concerns about meeting this requirement?
7. What do you enjoy and find most rewarding about working with youth and the court system? What do you enjoy the least or find the most challenging?