

## **Wallowa County JOB DESCRIPTION**

**JOB TITLE:** DYS TRACKER

**DEPARTMENT:** JUVENILE

**DATE:** 12/1/2015

**APPROVED BY:** Mandy Decker

**ADDITION:** This part-time position is not entitled to benefits such as paid vacations, paid sick leave, insurance or retirement etc.

**PURPOSE OF POSITION:** This position will provide random in-home and community supervision of juveniles who are on probation with the Wallowa County Department of Youth Services. This position will also develop, organize, and oversee constructive activities for this population, with a focus on youth in the Juvenile Department. The majority of the tracker's contacts with the probationers and the probationers' parents occur after school and during evening hours and/or on weekends. The increased supervision, which occurs primarily during non-office hours, provides constructive activities for youth, strengthens our system of care, and increases the flow of communication between the probationer, the Juvenile Department counselor, parents, school, and the Court.

**ESSENTIAL JOB FUNCTIONS:** Provide field supervision and activity facilitation to juvenile offenders. Activities include but are not limited to: visits to the home, school and other locations as directed to verify compliance with conditions of probation and release status; developing, organizing, and overseeing constructive activities for youth offenders; providing transportation to school, community service projects, counseling appointments and/or other destinations as directed; maintaining records for documentation of compliance with probation conditions and other court ordered activities; and guidance and supervision of juveniles who have behavioral and/or emotional problems. They will also help with the preventative programs associated with the Department of Youth Services or with the cognitive behavioral classes. This position may sometimes be on call.

**AUXILIARY JOB FUNCTIONS:** Response to emergency situations. Provides assistance to other agency personnel. Performs additional interoffice tasks as assigned. Maintain proficiency by attending trainings and meetings, and reviewing reports and reading professional journals. Knowledge of standard record maintenance, social work and juvenile corrections theories and practices. Knowledge of juvenile behavior and adjustment problems and methods of treating them. Knowledge of the Juvenile Justice System in the State of Oregon and some knowledge of counseling methods and techniques. Standard record maintenance – preparing complete and accurate reports. Communicate effectively, both verbally and in writing. Develop and maintain effective working relationships with other social service personnel, law enforcement personnel, parents, juveniles, schools, and the general public. Remain calm and work successfully with

individuals in crisis and emotional situations. Work a flexible evening and weekend work schedule with little supervision. May be required to assist in transport of juveniles to facilities.

**MANDATORY REQUIREMENTS:** High school diploma or equivalent, GED and 1 (one) year of experience in working with juveniles or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the duties of the position.

**SPECIAL REQUIREMENTS/LICENSES:** Possession of a valid Oregon State Driver's license. Must pass a law enforcement background check.

**PHYSICAL DEMANDS OF POSITION:** The position requires mobility and the ability to operate a motor vehicle for periods of time. Manual dexterity and coordination are required for periods of time while operating equipment such as computer keyboards and motor vehicles. The position may be required to deal with violent and combative individuals requiring considerable physical effort. The position may require use of transport prisoner restraints, including handcuffs, shackles, leg irons and waist bands.

**WORKING CONDITIONS:** Work locations are in all types of indoor and outdoor environments. Contact with individuals who may be violent, combative, under the influence of alcohol or drugs, or who may have communicable diseases.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not normally a responsibility of positions in this classification.

**SUPERVISION RECEIVED:** Works under the general supervision of the Department of Youth Services Director.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The employee typically works in a correctional environment, responsible to maintain order and supervise the conduct of detained youth. Must be able to comprehend and interpret laws, rules, regulations, and directives. Must be able to use a computer, telephone and other office equipment as needed to perform duties. The employee will encounter frequent interruptions throughout the workday.

The employee is regularly required to walk, sit or stand 100% of the time, talk, or hear 100% of the time, use repetitive hand motion, handle or feel, and to reach and bend 100% of the time. May be required to lift up to 50 pounds regularly and 100 pounds occasionally.

Contact with the public in office and work site environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with wildlife.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by*

*their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*

I have read and understand the above job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date: