

WALLOWA COUNTY
JOB DESCRIPTION
DATE: 06/18/2021

JOB TITLE: Juvenile Counselor II

DEPARTMENT: JUVENILE

DATE: 6/18/2021

APPROVED BY: Mandy Decker

POSITION SUMMARY: This position will perform professional case management in the investigation, counseling, adjustment, rehabilitation, and guidance of youth offenders. Juvenile Counselor perform a full range of duties which can occur outside office hours and in a highly independent manner. Work is performed within the framework of restorative justice, in addressing needs of offenders, their families and crime victims in the areas of accountability, competency development and public safety. Some direction is provided after assignment; however, employee has some choice of method and occasionally develops their own methods in the delivery of service. This position will also include learning and running prevention and education programs for youth.

ESSENTIAL JOB FUNCTIONS: Any single position of a class will not necessarily involve all the duties listed, and many positions will involve duties which are not listed.

1. Manages a caseload of adjudicated and non-adjudicated delinquent youth.
2. Reviews police reports and investigates cases according to policy and direction.
3. Conducts comprehensive risk assessments and interviews with offenders, parents, law enforcement officers, court personnel, schools, victims, treatment agencies, etc., to determine facts and appropriate course of action.
4. Identifies and develops community resources and support programs. Prepares summary and recommendations on case dispositions to the Juvenile Court. Attends and participates in Juvenile Court hearings.
5. Develops and implements case plans with youth and parents with the goal of establishing pro-social behavior and repairing the harm caused to the community and victim(s).
6. Counsels and supervises juveniles placed on formal probation, formal accountability agreements or diversion which includes monitoring the terms and conditions of probation through regular contacts at office, residence, school, places of work or in the community. May coordinate youth's community work service and enter hours into JJIS.
7. Motivates and manages the offender's conditions of supervision and rehabilitation by using an appropriate continuum of graduated sanctions and incentives.

8. Responds promptly when on scheduled on-call time to emergency situations and crisis calls at the request of law enforcement officers, treatment providers, school personnel, parents or other individuals.
9. Provides counseling, both crisis and other for families and juveniles individually.
10. Investigates and evaluates the possibility of out of home placements.
11. Conducts personal and property searches, and/or periodic drug testing as established in policy, procedure or standard.
12. Provides necessary transportation for juveniles to and from facilities, when transporters are unavailable.
13. Shares 24 hour on call responsibilities with other staff and authorize detention when it is appropriate for the youth.
14. Enters and retrieves offender information in the Juvenile Justice Information System (JJIS) as established in policy, procedure and standards.
15. Prepares warrants, petitions and other legal documents required by the Court.
16. Formulates and presents oral recommendations to the court regarding detaining/releasing offenders, treatment/compliance issues, and residential or youth correctional facility placements; testifies in court as needed.
17. Develop and facilitate prevention services, classes, and/or programs for youth whom have not yet committed an act that would bring them before the Juvenile Department, but are in need of assistance. Coordinate with schools, parents, and other agencies for referrals and services.

JOB QUALIFICATION REQUIREMENTS: Considerable knowledge of juvenile behavior and adjustment problems and methods of treating them, and of the Juvenile Justice System in the State of Oregon. Knowledge of counseling methods and techniques. Ability to prepare accurate and complete reports and court documents. Communicate effectively both verbally and in writing. Develop and maintain effective working relationships with schools, other social service professionals, law enforcement personnel, parents, juveniles and the general public. Remain calm and work successfully with individuals and families in crisis and emotional situations. Have the ability and skill to work with maladjusted children, adolescents and their families. Proficiency with PC's and data entry into a statewide network system. Willingness to be available on a 24 hour on-call basis.

MANDATORY REQUIREMENTS: Bachelor's degree in social work, psychology, criminology, sociology or related field, preferably supplemented by experience in working with delinquent or troubled juveniles, or any equivalent combination of experience and training which demonstrates the ability to perform the duties above.

DESIRABLE REQUIREMENTS: Completion of the Oregon Juvenile Department Directors Association courses (i.e. Fundamental Skills Training).

SPECIAL REQUIREMENTS: Must have a valid Oregon State Driver's License, must satisfactorily complete courses regarding the Juvenile Justice System and receive appropriate certifications on an ongoing basis. Must pass a law enforcement background check.

SUPERVISORY RESPONSIBILITIES: Supervision may be required when Director is not available.

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

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

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