

Job Description

JOB ANNOUNCEMENT

The Wood County Juvenile Probation Department is currently accepting applications for the position of Juvenile Probation Officer. (MALE applicants are encouraged to apply)

Overview:

Provides supervision and rehabilitation to juveniles who have been referred to the department. Participates in planning of programs, policies or objectives for own work, group, and department.

Responsibilities:

Supervises child throughout the juvenile process by initiating intakes, conducting home, school and office visits to determine what resources are in the best interest of juvenile. Counsels with juveniles, family and other people and/or agencies as needed; provide Crisis Intervention Counseling to families. Conducts ongoing assessment of risk; arranges needed support services, makes recommendations and provides appropriate supervision of all juveniles on caseload. Prepares documentation for cases scheduled for detention and court appearances and/or hearings; testifies before court as to the recommendations required. Maintains written reports and daily chronological notes for each juvenile placed on probation. Conducts monthly random drug testing on juveniles. Works as liaison with the District Attorney's office and offers recommendations regarding court proceedings. Attends staff meetings and training conferences as required for maintenance of Juvenile Probation Officer Certification. Conduct training of staff in department and other Juvenile Probation departments. Conducts PACT assessments, casework is required, entering journal entries into business record, transporting of children, learning restraint techniques, awareness to risk and safety at all times, lifting up to 15 pounds at community service, this is not an average 8-5 career and the applicant will have to work some weekends, sometimes past 5:00, and will be on call at least one time per month.

Qualifications:

Bachelor's degree - preferably one year job related experience working with juveniles/ children. Good computer, verbal and written communication skills; Good organizational skills, interpersonal skills and ability to deal effectively with the public, other employees, and elected officials; ability to complete assigned projects in a timely manner. Minimum 21 years of age; Eligible to be a Certified Juvenile Probation Officer. On-call 24 hours a day and subject to irregular work hours. Must have a clear criminal history and be of good moral character.

CLOSING DATE: Upon filling position

Applications and resumes are being accepted for the position. Application and job description may be obtained at the Wood County Juvenile Probation Department, 714 Greenville Highway Mineola, Texas 79773. For more information, contact Chief Melanie Whitehurst at the Wood County Juvenile Probation Department via email mwhitehurst@mywoodcounty.com or download the application at www.mywoodcounty.com (openings/ jobs/ careers) Wood County Juvenile Probation is An Equal Opportunity Employer.