

JOB OPENING

The Moore County Juvenile Probation Department is seeking an individual for the position of Juvenile Probation Officer

Basic Responsibilities:

The Officer will be under the immediate supervision of the Chief Juvenile Probation Officer, performs various case management and supervisory activities of juveniles assigned to his/her caseload. Counsels juveniles and ensures compliance with Court Orders and or Informal Adjustment/Deferred Prosecution Agreements.

Examples of Duties:

The Officer will provide direct supervision of juveniles placed on probation (formal or informal). Counsel with the juvenile and his/her parents or guardian, explain rules of probation and oversees compliance of these. Reports all rule violations to the Chief Juvenile Probation Officer. The Officer will make appropriate referrals to address areas of need for each juvenile, complete all related reports to the Juvenile Court and monthly chronological reports for the case file, maintain each case file and keeps all records up to date. The Officer will interface with various community agencies and school personnel and maintains positive relationships with these organizations.

The Officer will make office, home and school visits on a monthly basis, keep contact with placement agencies and make visits as necessary, will transport juveniles in custody when necessary to court hearings, appointments and placement as needed. Will address various community organizations of services available and maintains favorable public relations. The Officer will perform on-call duties assigned. This Officer will come in contact with unpleasant odors and/or hygiene situations. This Officer will supervise drug screening.

Perform other related duties as assigned by the Chief Juvenile Probation Officer.

Requirements:

Training and Experience:

Graduation from an accredited college or university with a minimum of a Bachelor's Degree in one of the following areas: Criminology, Corrections, Counseling, Law, Social Work, Psychology, Sociology, Education or other field of instruction approved by the Texas Juvenile Justice Department; and (1) one year of full time experience in casework, corrections, counseling or group work in a social service setting. This experience must meet the basic requirements set by the Texas Juvenile Justice Department. Be of good moral character.

Special Knowledge, Skills and Abilities:

The Officer will have knowledge of principles and techniques of casework and counseling, of Title 3, Texas Family Code. The Officer will have good verbal and written skills, must be able to write reports concisely and accurately, demonstrate good decision-making skills and must be able to build rapport with offenders and the community. Physical requirements include frequent walking, lifting, standing, sitting, driving. Occasional kneeling, ability to physically restrain violent youths. Must be able to react professionally and safely under potential or actual volatile conditions. This Officer must live in or will relocate to Moore County Texas.

Please request application at kali.smith@moore-tx.com