COOS COUNTY JOB ANNOUNCEMENT

JUVENILE COURT COUNSELOR

$4,166 - $4,860 per month

An Offer of Employment made to the successful applicant for this position will be conditional upon a Criminal Background Check and a DMV Driving History Report being conducted.

Selected applicant must possess a valid driver's license.

DEPARTMENT: Juvenile Department

GENERAL STATEMENT OF DUTIES: See attached job description.

APPLICATION PROCEDURE: Coos County Application **REQUIRED.**

APPLY TO: Coos County Human Resources Dept.
225 N. Adams Street
Coquille, OR 97423
humanresources@co.coos.or.us

CLOSING DATE: Open Until Filled

**** Coos County is an Equal Opportunity Employer ****

POSTED: Courthouse CHW Building
Employment Department Indeed
Email All County Employees

NOTE: Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

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Coos County
250 N. Baxter Street
Coquille, OR 97423

DESCRIPTION OF POSITION

Approval Date: September 6, 2022

1. Classification Title: Juvenile Court Counselor

2. Working Title: Juvenile Court Counselor

3. Department: Juvenile Department

4. Pay Grade: 418

Position Is: Full Time ☒ Part Time ☐ Extra Help ☐

Seasonal ☐ Other_____

Excluded from Bargaining Unit? Yes ☐ No ☒ AFSCME

Eligible for Overtime? Yes ☒ No ☐

5. What is the purpose of this position?

Under the Direct Supervision of the Juvenile Director, this position manages and supervises a caseload of juvenile clients; performs counseling, investigations, rehabilitation and guidance services of youth with behavioral and emotional problems. Ensures enforcement of agreements, conditions of court orders and handling case types with varying degrees of difficulty, including high-risk and specialized caseloads.

6. Essential functions of position. (Reason position exists is to perform these functions)

- Manages and supervises a caseload of juvenile clients and ensures enforcement of agreements, conditions of court orders;
- Handles case types with varying degrees of difficulty, including high-risk or specialized caseloads.
- Explains court procedures to juveniles and families; sets court hearings, facilitates the appointment of legal counsel, attends and coordinates Circuit Court hearing; prepares legal documents, consults with the Court, District Attorney's Office, Defense Counsel and professional partners.
- Uses approved evidence-bases tools, standards, practices, as well as screening and assessment tools to effectively respond to identified criminogenic risk factors, build protective factors and engagement, reduce recidivism and minimize involvement in the juvenile justice system.
- Refers juveniles to community-based treatment or service providers; provides information and feedback for various treatment options and services.
- Enters, inputs, uploads, checks, and maintains information the statewide automated Juvenile Justice Information System (JJIS).
- Conducts assessments, evaluate results, and makes recommendations regarding appropriate interventions using established standards; follows and adheres to department policy and procedure.
- Independently writes, drafts, and submits comprehensive reports, complex case plans, and detailed documents to supervisor.
- Prepares and presents recommendations to the court on new dispositions; makes recommendations regarding enforcement of Court Orders; ensures accuracy of reporting, evidence, and testimony; appear in court to provide information and testimony.
- Objectively identify and respond to non-compliance, initiate petitions to revoke probation.
- Makes recommendations on disposition of cases.
- Provides support and crisis response services to the community 24/7 365 days a year on rotating 48-hour shifts.

Other requirements:

This position requires the transportation of juveniles to detention facilities and treatment programs. Juvenile Court Counselor's operate a rotating after hours schedule to handle after hours calls and transports to and from Roseburg, when necessary. This includes nights, weekends and Holidays. Must possess a valid Oregon Driver's License, at the time of hire, and maintain an acceptable driving record.

When appropriate, Juvenile Court Counselors may have to physically restrain youth and apply appropriate restraints.

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This position is subject to and must pass a criminal record check.

Obtain within 120 days of hire a CPR and Basic First Aid certification.

Offers of employment are contingent upon consenting to and successfully passing a drug-screen test.

7. Supervision

This position is supervised by the Juvenile Director.

This position does not supervise personnel.

8. List the minor duties assigned to this position.

- Act as a liaison to the community.
- Develop an expert level of knowledge in a subject matter area.
- Work effectively with individuals from a variety of socioeconomic and cultural backgrounds.
- Understand State and Federal laws, regulations, and ordinances governing community supervision and juvenile justice.
- Understand Balanced and Restorative Justice, Evidence based Practices, Oregon Juvenile Code, and the Juvenile court system.
- Manage and adapt to changes in workflow, develop cooperative working relationships with other employees' professional partners, and the public.
- Effectively assess the risks and needs of youth using evidence-based tools, and recommend appropriate interventions strategies and plans.
- Use standard and specialized computer software applications such as Microsoft Outlook Work, Excel and Microsoft Teams.
- Comply with all State and Department record keeping regulation and requirements.
- Communicate effectively both written and orally with individuals of varying background and abilities.
- Ability to identify community resources and connect youth, families, and crime victims with appropriate resources.
- Supervise and report on the conduct of juvenile offenders.
- Compile operational data, prepare reports, and maintain accurate records.
- Gather evidence and testify in court.
- Attend staff meetings, community agency meetings as needed.
- Participate in skills trainings/updates.
- Complete other assignments and tasks as directed by Director.

9. Working conditions of position.

Monday – Friday 8:00 am. to 5:00 pm. These hours are subject to change based on operational needs. Employees are expected to work scheduled overtime and be available for emergency overtime when needed. This position also makes "after hours" custody decisions and transports to and from Douglas County Detention when necessary.

This position requires: the use of handcuffs and other approved restraints; sitting for periods of time; walking, standing, bending, stooping and or kneeling to search or check for contraband, speaking and hearing in order to communicate with juveniles; the ability to function in stressful and potentially dangerous environment.

This position is expected to effectively manage all types of interactions with youth, families, victims, community members, and partner agency representatives. This position requires driving a county vehicle and the secure and non-secure transport of juveniles.

Travel is required within the county and infrequent travel within the State. Position may require some stooping, bending, reaching, and lifting of up to 30 pounds.

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10. List required special skills, licenses, certificates, etc.

Bachelor's degree in Criminal Justice or a related field; AND two years of experience working with juvenile or adult offenders in a criminal justice, corrections, or human services related field; OR an equivalent combination of training education, and experience that demonstrates the required knowledge and ability to successfully perform the essential duties of the position.

Knowledge of: The Oregon Criminal Code; Federal, State and local policies, laws, and regulations related to the juvenile justice system; operations and activities of juvenile services program areas; adolescent development, juvenile behavior problems; evidence-based intervention methods.

- County policies and procedures
- State and Federal laws, regulations and ordinances governing pre and post-adjudication juvenile justice practices
- Balanced and Restorative Justice, Evidence Based Practices, Oregon Juvenile code, Oregon Criminal Code, and the Court system
- Adolescent development
- Family dynamics
- Cognitive Behavioral Techniques
- Record keeping, record management and case management rules and standards.

Regular and consistent attendance is required.

Must be able to accept supervision and adhere to County and Department policies. Must be able to establish and maintain harmonious working relationships with other employees, maintain a positive attitude and represent the County and the Department in the community in a positive manner.

11. Is operation of motor vehicle required? Yes ☒ No ☐

12. List equipment, tools, machines used in performance of duties.

Laptop or desktop computer, electronic health record, dictation device, copy machine, fax & telephone.