



# JOB DESCRIPTION

<b>Title</b>	<b>Juvenile Counselor Assistant</b>	<b>Created</b>	7/1/2021
<b>Department</b>	Juvenile	<b>Revised</b>	
<b>Job Class</b>	A 13 3	<b>Safety Sensitive</b>	Yes
<b>Labor Union</b>	AFSCME Local 2746 Courthouse/Roads	<b>FLSA</b>	Non-exempt

## **Purpose**

To assist Juvenile Department counselors with caseload activities involving supervision and transportation of youth offenders. Communicates with youth offenders, families, the community, courts, and department staff as directed. Participates in inter-agency and community education programs aimed at services to youth and serves as a liaison between the Juvenile Department and local school districts. Monitors attendance, attends school meetings, and encourages student participation. Will be called upon to assist counselors with unadjudicated, adjudicated, and formal probation youth at risk to repeat offend in the community or at residential programs as well as other tasks as needed. Demonstrates a high level of commitment, professionalism, and responsibility.

## **Essential Functions**

- Assist Juvenile Department staff in supervising youth involved with the Juvenile Department to ensure compliance with informal and formal probation conditions such as: Restitution, community service, treatment, and detention. Personally assess home, school, employment, and community performance through regular direct contact both in person and by telephone. Participate in staff meetings and provide updates. Attend other meetings and training as required.
- Make travel, treatment, medical, and transportation arrangements/appointments as assigned.
- Coordinate with outside agencies such as schools, employers, alcohol and drug treatment, and mental health services as needed. Counsel and assist youth and their families. Intervene effectively at the point of crisis.
- Interviews youth to gather personal and criminal history information for use in making release decisions or to make recommendations to the court.
- Monitors youth on conditional release agreements for compliance with release plans. Verifies that the youth has met all court-imposed conditions. Investigates information received regarding potential violations of release agreements.
- Perform after-hours and weekend on-call transport services for the Juvenile Department.
- Provide courtroom security and assist probation officers with security needs.
- Secure and maintain custody of resistive juveniles including use of mechanical restraints as necessary when taking combative youth into custody.
- Set up electronic monitoring (GPS) equipment and monitor compliance of electronic monitoring conditions agreement.
- Enter accurate information in Juvenile Justice Information System (JJIS), i.e. youth contact information, school information, physical description. Track community service, restitution, school attendance, or other required conditions in JJIS.
- Collect supervised urine samples for urinalysis testing.
- Follow Oregon State Mandatory Reporting laws.
- Perform a majority of department accounting duties such as billing, budget, or expense monitoring. Prepare documents for expense reimbursement from state funding sources.



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- May perform other duties as assigned.
- Transport youth as needed. Follow all safety rules and procedures established for work areas including secure and non-secure transports. Secure youth property and medication during transport.

**Auxiliary functions:** Enter and retrieve client information on the computer. Transport clients to medical tests, appointments or program screenings and intakes. Maintain work areas in a clean and orderly manner.

## ***Mandatory Qualifications***

Associate's degree in corrections, criminal justice, juvenile justice, counseling, social work, or related field with minimum two years' experience in juvenile justice, criminal justice or related field OR any satisfactory equivalent combination of education, training, and/or experience relevant to the position. Must possess and maintain Juvenile Justice Information System (JJIS) clearance and authorization as well as driving privileges in the State of Oregon.

## ***Desired Qualifications***

Previous casework experience. Knowledge of the Oregon juvenile justice system, partner agencies and Oregon statutes related to juvenile justice. Graduation from a four-year college.

## ***Physical Demands***

Physical demands involve moving materials, books, files, etc., weighing up to 20 pounds. Considerable physical exertion may be required when dealing with violent and combative individuals. Use of a keyboard, telephone, and motorized vehicle.

## ***Working Conditions***

Typical working office environment approximately 50% of work time with the balance of time spent in the field including juvenile detention facilities, juvenile correctional facilities, schools, homes of youth, and work site visits. May encounter violent and combative youth, unpleasant environmental conditions, and risk of exposure to bloodborne pathogens. May include after-hours and weekend on-call duties.

## ***Supervisory Responsibility***

None.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.