



JUVENILE PAROLE AND PROBATION OFFICER

6634

GENERAL DESCRIPTION OF CLASS

The JUVENILE PAROLE AND PROBATION OFFICER supervises and reports on the conduct of youth offenders (up to age 25) committed to the state's custody by the courts under either parole or probation. Employees assess the youth's needs, develop and coordinate case plans in the community or correctional setting, arrange for and coordinate community services that support the youth's plan, monitor the youth's behavior to make certain he or she follows the provisions of the parole or probation agreement, and enforce court orders.

DISTINGUISHING FEATURES

This is a single classification and not part of a series of classes. Employees give correctional case supervision to youth offenders with a high public safety risk. The work requires professional-level discretionary judgment using knowledge of the principles and skills of correctional reformation and case management.

DUTIES AND RESPONSIBILITIES

The duties listed below are characteristic of the type and level of work associated with this classification. Individual positions may do all or some combination of the listed duties or other related duties.

1. Correctional Case Planning

Meet with youth assigned to caseload to establish relationship and support youth for their eventual release from state care and custody. Attend case review while youth is in correctional facility, residential treatment facilities, other out of home placements and work closely with correctional staff and families to develop and plan resources upon release. Research youth's background, family situation, school record and past criminal behavior; formulate and present recommendations to the court, correctional professionals and service providers regarding the suitability of youth offenders for release under parole or probation, and the availability of community resources to support the youth and families if released. Collaborate with other professionals, the youth and his or her family to plan a community-based reformation program that includes needed support services such as educational or job-training, drug or alcohol treatment, and other court ordered actions such as payment of restitution or community volunteer work. Plan release timing, destination, therapeutic and transitional services. Establish with youth rules of conduct, goals, objectives and court orders.

2. Correctional Case Management

Monitor youth's adjustment to placement environments and adherence to provisions of parole agreement or probation court orders; meet regularly with youth about reformation and case plan to encourage and monitor the youth's progress. Visit youth at approved placement, schools and places of employment to monitor juvenile's performance. Investigate alleged parole and probation violations by talking to witnesses, searching for evidence or watching behavior. When the youth violates the parole agreement or probation court orders, arrange for hearing; recommend if the youth remains in the community with sanctions, is returned to the correctional facility or to a more restrictive placement setting. Respond to emergency situations and diffuse aggressive or angry behavior, or take youth into custody. Arrange for or provide bilingual or bicultural services to meet needs of culturally diverse youth and families.

Give advice to youth on pro-social behavior; discuss with offenders how such issues as drug or alcohol abuse, and anger management problems may have played roles in their criminal behavior; suggest ways to avoid criminal behavior in the future. Suggest methods for solving personal and adjustment problems; encourage youth to follow the reformation plan and explain consequences of non compliance. Meet with family members to give progress reports of youth living outside the home. Encourage family members to monitor the youth and support the reformation plan. Inform foster parent of individual youth's case plan and supervision requirements. Give advice to foster parents on supervisory techniques and setting behavioral boundaries.

3. Community Resource Development

Initiate contact and establish relationships with members from community based treatment centers, county juvenile departments, schools, local law enforcement, community outreach programs, vocational and employment agencies, vocational rehabilitation, adult and family services, multi-cultural groups, Department of Human Services or Corrections, or foster care homes. Develop resources that support youths' reformation and help them with transitional adjustments. Work with treatment providers, schools, juvenile departments and other service agencies to coordinate services. Confer with other professionals to adapt treatment programs and gather information to help client. Advocate on behalf of committed youths to courts, at schools or in other community settings.

4. Report Writing

Establish and maintain paper and electronic case files. Compile reports of youth's activities and progress, and enter data into juvenile justice information system; prepare and maintain case histories. Write and compile information for Interstate Compact Case documents for youth that move between states. Testify in court proceedings and prepare reports for court submittal or Citizen Review Boards. Prepare documents to notify victims or register sex offenders.

5. Miscellaneous

Partner with local law enforcement to enforce community safety. Initiate contracts for service providers and work with contract specialist to establish contracted service providers. Monitor contracts; verify and approve payments for youth's services and needs. Obtain and interpret samples of urine or arrange for blood samples to coordinate testing of youth for drugs or alcohol. Notify youth and other interested parties of court proceedings or appointments; accompany youth to appointments and court; when needed, use proper restraints to transport youth and provide security. Arrange for needed medical care and payment through insurance or other means. Advocate on behalf of crime victims and track that youth pays restitution. Present information to community groups, schools and community colleges. Provide or arrange for transportation for youth's home visits or medical appointments.

RELATIONSHIPS WITH OTHERS

The Juvenile Parole and Probation Officer regularly communicates by telephone, in person or in writing with juvenile court workers to collect family or criminal history on court committed youth, to give information and prepare reports for upcoming hearings and proceedings, and to testify. Employees contact school personnel in writing, by telephone or in person to collect and share information regarding the youth attending school; and with police agencies to collect information on alleged illegal activities of committed youth, and to provide information on investigations of reported law violations. They also regularly contact employers and community agencies to develop community resources to support youth, or assist youth in securing training and employment.

Employees regularly meet in-person with youth in their caseload to review their progress and provide direction and advice. They also regularly meet with parents, foster care parents, or youth correctional and residential treatment facilities in-writing, by telephone, or in person to provide and gather information

on the youth's progress and adjustment, or to offer suggested techniques for dealing and communicating with the youth.

SUPERVISION RECEIVED

Employees work under general supervision of a supervisor or manager. The supervisor reviews reports to verify the timeliness and content, and to keep informed of caseload status. The employee refers items of case sensitivity to the supervisor. The supervisor and employee meet regularly to review the officer's caseload and solve problems. Work is also guided by state and federal regulations, administrative rules and agency policy.

KNOWLEDGE AND SKILLS (KS)**General knowledge of:**

Principles, methods and procedures for diagnosis, treatment and rehabilitation of mental dysfunctions, and for career counseling and guidance.
Symptoms and behaviors associated with substance abuse.
Principles of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; delinquency and adolescent development; family dynamics; and the assessment and treatment of behavioral and affective disorders.
Theories, methods and techniques of correctional or social case work.
Techniques and methods of interviewing others to obtain information.

Basic knowledge of:

Legal codes, regulations and court procedures associated with the juvenile or adult justice system.
Procedures for arrest, investigations and rights of juveniles.
Resources available to diagnose and treat maladjusted adolescents and young adults.
Techniques and methods used in individual and group counseling.
Techniques and methods of investigation and evidence preservation.
Methods of report writing.

Skill to:

Talk to others to effectively convey information.
Gain cooperation through discussion and persuasion of people from various socio/economic backgrounds who may be aggressive, confused or have emotional disorders.
Give full attention to what other people are saying, take time to understand the points being made, ask appropriate questions and not interrupt at inappropriate times.
Consider the relative costs and benefits of potential actions, and choose the most appropriate one.
Be aware of others' reactions and understand why they react as they do.
Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
Apply the current practices, principles and research of criminal justice and behavioral change.
Write effective reports based on observations and gathered information.
Remain calm and work successfully with individuals in crisis and emotional situations.
Operate a computer keyboard.
Analyze information and evaluate results to choose the best solution.
Monitor and review information, events or the environment to detect or assess problems.
Develop constructive and cooperative relationships with others, and maintain them over time.
Provide guidance and expert advice to others.
Manage one's time and prioritize or organize work to achieve objectives.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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