

UMATILLA COUNTY

EMPLOYMENT OPPORTUNITY

UMATILLA COUNTY DEPARTMENT OF HUMAN RESOURCES

County Courthouse, 216 S.E. 4th Street, Pendleton OR 97801

Phone: (541) 278-6282 - Fax: (541) 278-6374

TDD (Hearing Impaired): (541) 278-5467

AN EQUAL OPPORTUNITY EMPLOYER

December 26, 2017

17-66

POSITION ANNOUNCEMENT

POSITION: Probation Counselor Assistant
POSITION #: 17-66
DEPARTMENT: Community Justice – Youth Services
SALARY: \$3,529.00/Month (to start) – Plus Excellent Benefits
CLOSING: Open Until Filled

DESCRIPTION: Counselor Assistants provide transportation of pre-adjudicated and adjudicated youth. They are responsible for providing surveillance and monitoring of youth offenders placed on conditional release and/or youth offenders placed in an alternative to detention program. Counselor Assistants help ensure that adjudicated and non-adjudicated youth offenders within the community receive care, guidance, supervision and opportunities for reformation. They provide assistance to Probation Counselors in carrying out their job duties. They assist by monitoring youth offender's compliance with the rules of probation, the court order and case plan. The counselor assistant has direct personal contact with youth that are under the supervision of Umatilla County Juvenile Division. The counselor assistant provides direct support to youth and their families, the community and victims, and assists them in identifying, contacting and working with social service providers.

The Probation Counselor Assistant will work a flexible schedule including evenings and weekends. The work schedule may fluctuate according to scheduled work assignments. This position may work an on-call schedule.

REQUIREMENTS:

1. High School Diploma/GED, AA degree in Criminal Justice or Human Services preferred; or satisfactory combination of education, experience and training
2. Must be at least 21 years of age
3. Valid Driver's License
4. Excellent verbal and written communication skills
5. Ability to use computer
6. Ability to work flexible schedules which may include evenings and weekends
7. Ability to satisfactorily pass a comprehensive background check which shows no criminal history which could directly impact ability to perform job, and drug test
8. Possess and maintain current CPR and First Aid card

HOW TO APPLY: Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at www.umatillacounty.net or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to hr@umatillacounty.net.