

Umatilla County Position Description

Department: Community Justice

Employee Name:

Division/Section: Juvenile Division

Position Title: Probation Counselor Assistant

Job Series: Youth Services Salary Range: 20

Union Covered: Yes

Boli Exempt: No

General Description of Position

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.

Supervisory Relationships

This position reports directly to Juvenile Division Supervisor and Community Justice Director.

Principal Duties of Position

- Provide secure transportation of youth offenders to and from detention centers
- At detention centers, complete the required forms, review records to be transferred with youth, check for medical files and medication.
- Perform search of youth prior to transport for contraband.
- Be on-call as scheduled to transport or supervise youth in transit to detention centers.
- Transport youth to various appointments and agencies
- Transport youth to and from court hearings
- Monitor youth on conditional release
- Monitor youth in alternative to detention programs in the community
- Assist in placing hooking youth up on GPS monitoring, completing all paperwork.
- Report to probation counselor or Juvenile Division Supervisor any violations of conditional release agreement and/or violations of alternative to detention programs.
- Assist Probation Counselors in monitoring youth's activities and participation in educational, vocational, rehabilitation and other community services.
- Visit youth in the home, work, school and the community.
- Collect urine samples for drug screening
- Provide direct operational and administrative support to probation counselors.
- In conjunction with probation counselor, help coordinate case management and case plan implementation for youth offenders
- Provide case management coverage in the absence of probation counselor.
- Assist in supervision/coordination of youth on work crew, including transportation for work crew as required.

- When assisting with work crew, demonstrate and instruct youth in the proper use of tools and tool safety. Enforce safety rules.
- Report violations of work crew policies and procedures to probation counselors and work crew coordinator
- Prepare and document any correspondence with Victims Assistance program
- Take appropriate emergency actions as needed (CPR, First Aid, and Security)
- Teach basic work skills to youth on work crew
- Insure all assigned tasks are complete to work crew standards
- Provide for the security of the public and private property at job sites. Report violations of the law to the appropriate law enforcement agency.
- Maintain JJIS records
- Prepare and complete written reports and forms timely and accurately, as required.
- Assist in preparation of legal documents and other correspondents with the public and the courts (EE)
- May need to provide Notary Services to Juvenile Division Staff.

Other Duties of Position

- Participate in probation counselor team meetings
- Attend staff meetings
- Attend trainings as directed
- All other duties as assigned by Court Services Supervisor and/or Youth Services Administrator.
- Assist in clerical duties

- All other duties as assigned, including miscellaneous janitorial work as needed.

Knowledge, Skills and Abilities

- Organizational Skills
- Ability to articulate in a professional manner verbally and in written reports
- Ability to work harmoniously with co-workers, volunteers, and other community agencies, and individuals
- Ability to maintain CPR and First Aid cards
- Ability to successfully pass required Juvenile Probation Counselor Academy
- Knowledge of safe and ergonomically appropriate working procedures
- Ability to set work priorities, and direct, guide, motivate, and evaluate youth offenders
- Knowledge and skills in the use of and operation of equipment and tools used on work crew
- Knowledge and skills in the use of computers
- Safe driving record
- Ability to physically perform assigned duties

Working Conditions

- Daily contact with youth offenders who may exhibit hostile, assaultive behavior
- Daily contact with youth offenders or associates who may possess weapons and may represent a real and present danger.
- Enter closed custody facilities which requires, as primary responsibility, strict adherence by each employee to security measures at all times to assure the custody, control and supervision of youth offenders

- Staff is expected to conduct themselves in a professional manner, as a role model for other staff and youth offenders
- Staff is to be aware of and adhere to Umatilla County and Juvenile Division policies and procedures.
- Professional conduct includes but is not limited to; reliability; dependability; regular and punctual attendance in order to provide consistent services; provide public safety; neat personal appearance; treating all humans with respect; and being a law-abiding citizen
- Work irregular hours including weekends, Holidays and evenings
- Frequent driving, some during inclement weather

Requirement for Position

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

Employee's Signature/Date