

JUVENILE SERVICES ASSOCIATE

Oversee and support juveniles who are under community supervision, diversion and court order to insure compliance with the stipulations of the court order or diversion agreements.

CLASSIFICATION DISTINCTIONS

This classification provides program support of a para-professional nature. The class is distinguished from Probation Counselor by the performance of more routine tasks and duties. Associates are expected to make choices among policy and procedure options, but are not expected to exercise the extent of decision making and program development found at the Probation Counselor level. The class may assist in program management or may provide program support under direct supervision of the assigned manager/Probation Counselor.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES - Duties may include, but are not limited to the following:

- Monitor and advocate for juveniles that are on community supervision/diversion.
- Communicates with school officials, law enforcement officers, social workers and other interested parties to aid in the delivery of services to juvenile offenders.
- Supports correctional measures such as supervision, community services, and restitution as guided by statute, precedent or policy.
- Prepares affidavits and reports for those juveniles failing to comply with community supervision or diversion.
- Attends disposition hearings to respond to questions if needed.
- Compiles records and prepares program/client reports, and statistics.
- Maintains detailed notes and records on case actions and program activities.
- Assists Probation Counselor in providing services to victims of crimes; coordinates restitution and fine/fee payments.
- Serves as a resource to parents, guardians, and other interested parties in the handling of delinquent or pre-delinquent behavior patterns of juveniles.
- Performs other work as required.

QUALIFICATIONS

Education and Experience:

Two years experience in Criminal Justice or closely allied field; post secondary education or training in the social and behavioral sciences, or in Criminal Justice, may be substituted for up to eighteen (18) months of required experience, bachelor's degree is desirable; possession of, or ability to obtain, motor vehicle operator's license; completion of Juvenile Services Academy (80 hours training and passing of final examination) within six (6) months of hire.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Knowledge of . . . rehabilitation, probation, and social casework; causes and treatment of juvenile delinquency; supervision, rehabilitation and counseling of juveniles with deviant behavior patterns; juvenile court laws; placement, welfare, and employment facilities pertaining to juveniles; programs and practices of the Washington State Division of Children and Youth; record and case history preparation; investigative techniques applicable to crimes by and against juveniles.

Ability to . . . assist in rehabilitation of juvenile offenders; assist in counseling parents effectively about the control and discipline of their children; gain confidence and cooperation of socially maladjusted juveniles; maintain good working relationships with enforcement officer, school officials, and personnel of other juvenile related agencies; write clear, concise reports; present job related information to a variety of individuals and groups.

Office use: 6/22/00