



## Barry County

|                             |                            |
|-----------------------------|----------------------------|
| <b>Classification Title</b> | Juvenile Probation Officer |
| <b>FLSA Status</b>          | Exempt                     |

### **GENERAL SUMMARY**

The purpose of this job is to investigate assigned cases and recommend appropriate disposition of juvenile cases. Supervises youths formally and informally under the court's jurisdiction, maintains case documentation, and performs other case supervision related functions.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Performs case management and enforcement, including conducting urine screens and mouth swabs, counseling and educating offenders, maintaining documents of contacts and communications, preparing, distributing and presenting court reports, monitoring and enforcing completion of court ordered services, collaborating with external agencies to provide support and services, testifying at hearings, enforcing court orders, apprehending juvenile offenders and conducting home visits.
- Monitors the safety of all environments to ensure the safety of offenders, self, and/or others (including safety from hostile, violent, and/or mentally unstable offenders, family members, or other interested persons).
- Performs pat down body searches to ensure the offender is not a safety risk and to maintain a proper chain of evidence.
- Initiates intervention when needed – this includes hospitalizations, suicide assessments, removal of offenders from custodial parent(s), alternative housing, referrals to additional services or providing additional services, and physical interventions and/or arrests.
- Develops, implements and enforces safety plans.
- Develops, implements and monitors adherence of all parties to behavior modification plans in the school, community, and/or home settings.
- Conducts interviews with offenders, guardians, family, witnesses, victims, therapists/counselors, mentors, prosecutors, school staff, etc. regarding offender/family history and behavior.
- Prepares and formally presents written and verbal reports and dispositional recommendations to jurists based on information obtained from offender, family and community.

- Reviews police reports, incident reports, psychological evaluations, school records, and other assessments to determine level of safety for the offender to remain in the home and/or community, types of services needed and level of intervention/supervision necessary.
- Debates and negotiates with attorney and/or prosecutor regarding the level and type of probation services and/or recommended services.
- Leads, develops and coordinates new programs and services to meet the needs of offenders.
- Performs related work as required.

## **MINIMUM QUALIFICATIONS**

### **Required Education and Experience**

**Education:** Bachelor's degree in sociology, psychology, criminal justice or related field.

**Experience:** 1-3 years of experience in casework, social work, criminal justice or related field.

### **Required Licenses or Certifications**

- Juvenile Probation Officer Certification through the Michigan Judicial Institute within 2 years of employment
- Standards of Professional and Ethical Conduct Training.
- Certification in Heart saver First Aid, CPR, AED, and Blood borne Pathogens

## **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

### **Knowledge of:**

- Juvenile justice system, children's services programs, factors involved in delinquency, neglect and abuse of children, and other resources in the community to which clients can be referred for assistance
- Current policy and procedure, court rules, and state, local and federal statutes and laws
- Drug classifications, effect of urinary pH, cross-reactivity, detection times, adulterants, and intended uses
- Interviewing techniques
- Behavioral problems and mental illness
- Funding source documentation requirements
- English grammar, spelling, punctuation
- Legal terminology and court procedures
- Modern office procedures, methods and computer equipment

**Skill in:**

- Verbal and written communication
- De-escalation, mediation and negotiation
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios

**Ability to:**

- Detect, recognize, and safely handle illegal substances, paraphernalia, and drug-making components
- Work under stress and in hazardous situations
- Develop and maintain effective working relationships
- Use behavior control devices
- Effectively handle crisis situations
- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries

**WORK ENVIRONMENT/CONDITIONS**

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| Work Environment                           | Seldom or Never | Sometimes or Occasionally | Frequently or Often |
|--------------------------------------------|-----------------|---------------------------|---------------------|
| Office or similar indoor environment       |                 |                           | X                   |
| Outdoor environment                        |                 |                           | X                   |
| Street environment (near moving traffic)   |                 | X                         |                     |
| Construction site                          |                 | X                         |                     |
| Confined space                             |                 |                           | X                   |
| In the community (homes, businesses, etc.) |                 |                           | X                   |
| Warehouse environment                      |                 | X                         |                     |
| Shop environment                           |                 | X                         |                     |
| Other: Infested or Unsafe Homes            |                 | X                         |                     |

| Exposures                                       | Seldom or Never | Sometimes or Occasionally | Frequently or Often |
|-------------------------------------------------|-----------------|---------------------------|---------------------|
| Individuals who are rude or irate               |                 |                           | X                   |
| Individuals with known violent backgrounds      |                 |                           | X                   |
| Extreme cold ( <i>below 32 degrees</i> )        |                 | X                         |                     |
| Extreme heat ( <i>above 100 degrees</i> )       | X               |                           |                     |
| Moving mechanical parts                         | X               |                           |                     |
| Fumes or airborne particles                     |                 |                           | X                   |
| Toxic or caustic chemicals, substances or waste |                 |                           | X                   |
| Loud noises ( <i>85+ decibels</i> )             |                 | X                         |                     |
| Other: Aggressive Animals, Bodily Fluids, Drugs |                 |                           | X                   |

### PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The position involves very heavy physical demands, such as exerting in excess of 100 lbs. of force occasionally, and/or in excess of 50 lbs. of force frequently, and/or in excess of 20 lbs. of force constantly to move objects.

|                      |                  |
|----------------------|------------------|
| <b>Date created:</b> | January 2016     |
| <b>Dates revised</b> | January 11, 2022 |
|                      |                  |
|                      |                  |
|                      |                  |

**Please send cover letter and resume to:**

**Dave Pelon, 206 W. Court St., Suite 302  
Hastings, MI 49058**

**[dpelon@barryco.org](mailto:dpelon@barryco.org)**

**Base Pay: \$25.36/hr**