

# WICHITA COUNTY

## JUVENILE PROBATION/DETENTION



### **JOB ANNOUNCEMENT: JP# 315**

**Closing Date: Open Until Filled**

**Position Title: Juvenile Probation Officer / Mental Health Counselor**

**Salary Range: \$50,000 to 68,000 depending upon Licensure and experience**

**Job Responsibilities and Qualifications:** See Job Description with Minimum Qualifications below.

An application and job description may be obtained from the Juvenile Probation Department at Sixth and Lamar Street, Wichita Falls, Texas (940) 766-8225 or online at the Wichita County website [www.co.wichita.tx.us](http://www.co.wichita.tx.us).

Applicants must be willing to work both positions.

Applicants interested in being considered for this position, must submit an application and the identified items listed below to Kirk Wolfe, Chief Juvenile Probation Officer.

- 1. Cover Letter stating qualifications
- 2. Completed application
- 3. Resume
- 4. College Academic Transcript
- 5. Signed release of information form attached to the application.

The Wichita County Juvenile Probation Department is an EQUAL OPPORTUNITY EMPLOYER.

It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age or disability. It is the policy of Wichita County to consider qualified individuals according to ADAAA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADAAA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD (800) 735-2989, VOICE (800) 735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADAAA Compliance Office, Wichita County Courthouse, 900 7<sup>th</sup> Street, Room 130, Wichita Falls, TX 76301-2441.

# JOB ANNOUNCEMENT

## Juvenile Probation Officer / Mental Health Counselor

### General Description

The position is subject to the certification requirements of the State of Texas for a Juvenile Probation Officer and must be a Licensed Professional Counselor or Licensed Professional Counselor Intern or Licensed Clinical Social Worker. The position performs professional intake and counseling services in matters relating to juveniles and their families who have been referred to the Juvenile Probation Department. The Counselor must make independent judgments within the scope of their job duties. The position requires the Counselor to work effectively with other professionals in the mental health and criminal justice field and with other professionals within the community who provide direct services to juvenile offenders and their families. The position requires the Counselor to discover presenting problems, evaluate the degree of seriousness in a given situation, recommend reasonable solutions and provide professional counseling services. Position requires tolerance to stress in moderate to considerable degrees.

### Minimum Requirements

- Be certified as a Juvenile Probation Officer with the State of Texas or meet certification requirements for a Juvenile Probation Officer within the State of Texas.
- Unless an LPCI, must be licensed or certified by the Texas State Board of Examiners of Professional Counselors or the Texas Board of Social Worker Examiners;
- Cannot be employed as a peace officer or work as a reserve or volunteer peace officer.
- Be at least 21 years of age.

***In addition to meeting specific minimum job qualifications stated above, a person is not eligible for employment with the department if:***

- A person is currently subject to community supervision or parole.
- A person in the last ten years has been convicted of or placed on deferred adjudication for a felony offense under the laws of this state, another state, or the United States, is currently on either felony probation or parole, or is registered as a sex offender under Chapter 62, Texas Code of Criminal Procedure. A person in the last five years has been convicted of or placed on deferred adjudication for a jailable misdemeanor offense against the laws of this state, another state, or the United States.
- An individual whose certification as a juvenile probation officer, detention officer or a corrections officer has been revoked by the Texas Juvenile Justice Department shall never qualify for employment as a juvenile probation officer, detention officer, or corrections officer. An individual whose certification is currently under a suspension order issued under 341.88(d) (2) shall not qualify for employment as a juvenile probation officer, juvenile detention officer, or corrections officer as long as the suspension is in effect.

- An individual whose certification is currently under a suspension order issued under 341.109(a) shall not qualify for employment as a juvenile probation officer, detention officer, or corrections officer until the Commission receives an order issued under Texas Family Code Section 232.013 staying or vacating the license suspension.

### **Essential Job Duties**

- Conducts intake interviews with the juvenile offender and family.
- Makes a preliminary recommendation to the department with regard to the case and/or the counseling and mental health needs of the juvenile offender.
- Possesses a working knowledge of the Juvenile Justice Code and TJJD Standards.
- Composes narrative and chronological reports for each case in clear and concise language to document case activity.
- Keeps current the statistical data in the JCMS case management system.
- Develops treatment plans consistent with department requirements.
- Testifies in court regarding the cooperation, participation and mental health needs of juvenile offenders and make recommendations to the court concerning cases.
- Possesses a working knowledge of community resources and makes appropriate referrals for juvenile offenders and their family members.
- Conducts group and individual counseling sessions for juvenile offenders and their families.
- Evaluate juveniles who may be at risk of suicidal behavior.
- Have flexible working hours to meet the needs of those receiving services.
- Coordinate services with department supervisors, case managing probation officers, mental health director, other counselors and social workers.

### **Marginal Job Duties**

- Attends professional training outside Wichita County as necessary to obtain and maintain professional certification.
- Implements safety and security procedures of the department.
- Provides information to citizens seeking assistance from the department.
- Is able to work in a regimented office setting and follow direction of supervisors.

### **Physical and Mental Requirements**

- Must be mobile within an office environment, i.e. lift case files, maneuver around file cabinets, bend, sit/stand for long periods of time, reach, stoop, pull, walk, read, write, computer work, and work indoors and outdoors.
- Must be able to tolerate stress in moderate to high degrees.
- Must be able to give verbal and written instruction.
- Must be able to initiate and maintain legible documentation in a timely manner on a continual basis.
- Be able to successfully and effectively interact with juvenile age offenders and their families.
- Must be able to perform verbal and physical crisis intervention.

- Must be able to enter, exit, and operate a county motor vehicle and have a valid driver's license and liability insurance.
- Must be comfortable and able to work in high crime areas.
- Must be able to work flexible hours including evenings, nights, and weekends.

### **Environmental Factors**

- Able to enter homes of juvenile offenders;
- Long periods of sitting or standing;
- Long periods working at a computer terminal;
- Work in a secure detention setting;