



## JOB DESCRIPTION

### COMMUNITY ACTIVITIES OFFICER

Department	Juvenile Probation Assistant/Community Activities Officer	FLSA Status	Non-exempt
Reports To	Chief Juvenile Probation Officer	EEO Classification	Professionals
		Date Approved	August 19, 2019
Employee Signature		Supervisor Signature	

#### Position Summary

Running, creating and directing any programs under the juvenile probation dept. ex: mentoring classes, parenting classes, choices & consequences, Community Service Projects and any experiential learning programs. Perform various assessments that are administered by the juvenile probation department. Ex: MAYSI, SASSI, and pre PACT. The employee will be trained as per state requirements to perform the assessments. Assists with preliminary investigations, intakes, case management and works with other agencies in relation to the juvenile, court testimony and court preparation. Performs any duties as assigned by the Chief Juvenile Probation Officer that relate to the definition of Juvenile Probation Services and Juvenile Probation Officer responsibilities. Must perform any and all job duties in compliance with the Texas Administrative Code & the Texas Family Code. Position is grant-funded; employment is contingent on County's annual receipt of grant funds.

#### Working Conditions

General office. May be required to walk; sit; use hands to handle or feel; reach with hands and arms; and talk or hear. Frequently required to stand. Use of personal computing equipment, telephone, multi-functioning printer and calculator. Periodically exposed to persons who represent a danger to health and life. Ability to travel to and from meetings, training sessions or other business related events. Local and out of town travel required. Must be able to work irregular hours and be able to respond in emergencies. Will need to be available by cell phone at all times. May be required to participate in supervision of juveniles for overnight indoor and outdoor activities to include exposure to extreme weather conditions and working at heights. Heavy lifting may be necessary from time to time.

### ESSENTIAL FUNCTIONS

#### Job Function

Supervises juveniles, including but not limited to, curfew checks, home visits, school visits, counseling, transporting juveniles, providing physical safety of juveniles and those around them, participating with juveniles in diversionary programs and court recommendations.

Conducts monthly office visits with juveniles and parents as well as field visits at home or school as required.

Addresses issues of non-compliance with juveniles, JPO's and parents.

Monitors special conditions of supervision including, but not limited to, Community Service Restitution, Counseling and Drug Screening.

Collects Probation and Restitution fees.

Serves summons.

Files court action as needed.

Compiles monthly statistics regarding work activity.

Maintains monthly supervision logs, updates juvenile files and JCMS information as needed.

Transporting juveniles to court, detention hearings, placements, etc.

Prepares court reports and detention hearing documents as needed.

Keeps current with all probationer progress reports.

Performs other duties, special projects and tasks as assigned.

Interviews and counsels juveniles and their families, both formally and informally.

Secures data regarding physical, psychological and social factors contributing to situation and prepares social histories or other reports for the courts.

Evaluates findings and makes recommendations regarding case disposition, including cooperation with local law enforcement, accompanying juveniles to court and testifying when necessary.

Assists the District Attorney or County Attorney in preparation of cases to be prosecuted.

Prepares treatment plans and correspondences for rehabilitation and general welfare of the juvenile.

Prepares and submits appropriate reports on departmental activities.

Serves as liaison between juveniles' parents, school officials, social agencies and the courts.  
Electronic monitoring set ups, removals, and monitoring.



## JOB DESCRIPTION

Acts as department representative with community, civic and school groups.

Trains and supervises other juvenile probation officers, to include direct training and making arrangements for formal staff training.

### QUALIFICATIONS

Education	Experience	License & Certification	Testing	Other
<ul style="list-style-type: none"> <li>High School Diploma or GED</li> </ul>	<ul style="list-style-type: none"> <li>Prior experience working with juveniles</li> </ul>	<ul style="list-style-type: none"> <li>Juvenile Supervision Officer or Community Activities Officer Certificate</li> <li>Valid Texas Driver License</li> </ul>	<ul style="list-style-type: none"> <li>Criminal Background Check</li> <li>Drug Test</li> <li>MVR</li> </ul>	<ul style="list-style-type: none"> <li>Word</li> <li>Excel</li> <li>PowerPoint</li> <li>Database Administration</li> </ul>

#### Special Notes

1. Very important to this position are: active listening, critical thinking, monitoring, social perceptiveness, speaking, coordination, negotiation, persuasion, reading comprehension and service orientation.
2. Important to this position are: problem sensitivity, oral expression, deductive reasoning, inductive reasoning, oral comprehension, selective attention and reaction time.

***The overall role of this employee is to assist in providing supervision, counseling and programs to juvenile clients positioned at various stages within the juvenile justice system. Assist in the supervision and monitoring all aspects of clients related to the conditions of probation, including visits with client's family and other significant contacts. Assist in conducting initial and subsequent interviews with clients with clients to assist in sentencing, explain conditions of probation and assist clients in meeting terms of probation. Document client's behavior for use within the juvenile justice system. Must have the ability to work with the probation officer's since this job requires them in various supervision tasks'.***

Closing date: September 11, 2019

Applications will be accepted at the Medina County HR office between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. County application forms must be used. Forms or additional information can be obtained by contacting:

Medina County Human Resources  
 1502 Avenue K  
 Hondo, TX 78861  
 (830) 741-6111

Medina County is an Equal Opportunity Employer.