



**VAN ZANDT COUNTY
JUVENILE PROBATION DEPARTMENT**

• *Preparing youth for tomorrow by providing alternative pathways to success* •

323 East Garland • Grand Saline, TX 75140 • (903) 962-6292 • FAX (903) 962-6413

ROBERT COLACINO, Director
Juvenile Probation Services

INTERNAL/EXTERNAL DEPARTMENTAL JOB POSTING

The Van Zandt County Juvenile Probation Department is now taking applications for the following position:

JOB TITLE: Juvenile Probation Officer Educational Coordinator

OPENING DATE: August 5, 2022

CLOSING DATE: Until filled

General Qualification Guidelines:

Experience, Education and General Qualifications

College Degree required; must be 21 years of age or older, successfully pass physical, urinalysis and thorough background investigation, under Texas Administrative Code, Title 37 Public Safety and Corrections Part XI, Texas Juvenile Justice Department Chapter 343, Section 3: An incumbent to comply with State Standards and be of good moral character. Experience in the Juvenile Justice field, working with juveniles and programs preferred. Must be able to pass Handle with Care Restraint and CPR/First Aid Training, must be able to pass Texas Juvenile Justice Department, Juvenile Probation and Supervision Officer Competency Exam.

JOB POSTING

FULL-TIME JUVENILE PROBATION OFFICER EDUCATIONAL COORDINATOR

PAGE 2

Essential Job Functions:

- Maintain communication between Educational Coordinator and Licensed Professional Counselor (LPC);
- Responsible for scheduling the LPC's individual and group weekly sessions;
- Maintain all statistical data tracking for programmatic statistics;
- Organizes and participates weekly multi-disciplinary team meetings;
- Development of treatment plans, maintain all referrals to the program;
- Data Entry for all referrals to the program;
- Assign youth to programs, create and maintain counseling files for all referred youth;
- Assist youth with job placement and vocational training, enroll youth in Teens Informed Produce Success Program (TIPS) which includes self-improvement, self-awareness and transitional preparation life skills;
- Responsible for the counseling files, Case History, Psychological, Treatment Team Notes, Initial Assessments, CANS, GAD7, PHQ9, TSCC & Progress Notes provided by the counselors.
- Oversee Volunteer and Intern Program
- Maintain a caseload
- Be available for recreational programs, provide transportation to and from counseling, community service and other functions as the program requires
- Responsible for the direct supervision of youth and ensure that all safety and security precautions are utilized
- Regular attendance is required

Knowledge, Skills and Abilities

- Working knowledge of Windows 7 Professional, MS Office Products, Word/Excel/Outlook.
- Knowledge of statistical/record keeping.
- Ability to type a minimum of 45 WPM.
- Must possess the ability to operate office equipment such as computer, (Windows application) copy machine, fax machine, calculate and telephone system.
- Be willing to obtain additional training, skills, experience and certification as the Texas Juvenile Justice Department prescribes.
- Ability to greet the public in a business-like, professional, and pleasant manner.
- Able to perform safe driving practices and operate vehicles in a safe manner.
- Maintain the supervision of juveniles to ensure their safety at all times and follow detailed record keeping procedures.

JOB POSTING
FULL-TIME JUVENILE PROBATION OFFICER EDUCATIONAL COORDINATOR
PAGE 3

Registration, Certification or Licensure

- Must possess a valid Driver's License.

Physical Requirements

- Standing, Sitting, Stooping, Walking, Carrying, Kneeling, Bending, Vision, Hearing, Talking, Reaching, Lifting, Pushing, Pulling, Handling, Crouching, Write, and Drive.

Special Conditions

- Ability to communicate and work with Department staff, Supervisor's, Elected Officials, Law Enforcement, Public, Families, Residents and other County Officials.
- Have reading, writing, spelling and math skills.
- Follow instructions and use own initiative in scheduling own work load.
- Ability to work independently, multi-task and prioritize.
- Have sound judgement; maintain confidentiality and good communication skills.
- Must have reliable transportation and working telephone.

Working Conditions

- Environmental Factors – Use of cleaning chemicals, maybe subject to unpleasant odors, bodily fluids and or hazardous materials.
- May be exposed to adverse weather conditions.
- May be exposed to the outdoors.

Full Time \$33,468 annually

Send resume and letter of intent to:

Van Zandt County Juvenile Probation Department,
323 East Garland Street, Grand Saline, Texas 75140
(903) 962-6292/Office (903) 962.6413/Fax
Equal Opportunity Employer