

Job Advertisement

**Job Title: Juvenile Probation Case Coordinator
Full-Time (Male)**

Opening Date: May 31, 2024

Closing Date: Until Filled

General Summary:

- Under the direction of the Assistant Director and/or Director of Juvenile Probation, the Juvenile Probation Case Coordinator will provide supervision of Prevention and Intervention juveniles 6 - 17 years of age at the Van Zandt Juvenile Probation Department and the Andrews Center. In addition, provide all transportation needs involved with official County business such as, transport juveniles to meeting/service locations, and other special activities and programs as assigned. Oversee overall operations to ensure safety and the quality of the program, maintain statistical information for the Prevention and Intervention Program "Project Turnaround". This is a State Grant funded program.

Essential Job Functions:

- Maintain communication between Case Manager 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 Case Managers caseload, 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.
- Maintain a Certified Juvenile Supervision Officer status.
- Be able to work flexible hours, may include some late evenings, shift work, Holidays and weekends.

Additional Responsibilities

- Provide transportation of juvenile(s) as required by the Department.
- May be required to travel for training purposes.
- May be assigned to the Department's On-Call Rotation.
- Be willing to obtain additional training, skills, and experience.
- Required to perform other duties as assigned by the Assistant Director and/or Director of Juvenile Services within the scope of the Department.

General Qualification Guidelines:

Experience, Education and General Qualifications

A High School diploma or its equivalent or College Degree preferred; 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 Supervision Officer Competency Exam.

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.

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.

NOTE: This job description covers the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required.

This position is in compliance with TAC Standard 343.432 (a) Gender Supervision Requirement, which falls under the Bona Fide Occupational Qualification (BFOQ) provision.

\$44,382.00/Annual Salary

**For Application, please contact:
Van Zandt County Juvenile Probation Department
323 East Garland
Grand Saline, Texas 75140
(903) 962.6292/Office
(903) 962.6413/Fax**

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