

# **Job Advertisement: INTERNAL/EXTERNAL**

**Job Title: Juvenile Probation Officer (Intake) Mental Health Residential Coordinator**

**Opening Date: January 12, 2026**

**Closing Date: Until Filled**

## **General Summary:**

The Juvenile Probation Officer (Intake)/Mental Health Residential Coordinator will act as first assistant to the Assistant Director. Under the direction of the Assistant Director, they will assist with overall supervision of the Residential Services and performs duties as a Mental Health Probation Officer. They will assist with designs, modifies and implements education programs and activities for the children detained in the Pre and Post Adjudication Facility and is able to solve diverse problems as they arise. Maintains facility compliance with written policies and procedures and reviews said policies and procedures for revisions to ensure consistency and continuity in operational procedures.

## **Essential Job Functions:**

- Oversees the Departmental Mental Health Services.
- Conduct Risk and Needs assessments on youth referred to the Department.
- Provide Case Management with youth who have delinquent conduct, mental health needs and crisis intervention.
- Performs the duties of the Facility Administrator designee.
- Assist with interviews for new employees.
- Directs and is responsible for all phases and weekly behavioral modification progression program in the Residential Program.
- Provide accurate and effective communication between administrative personnel and line personnel.
- Assist with the case flow of all casework staff and training requirements of all Probation and Detention staff.
- Ensures quality performance of all personnel according to Title 3 of the Texas Family Code.
- Conducts all duties of a Juvenile Probation Officer.
- Maintain small specialty mental health caseload: non judicial cases such as DPD and crisis intervention.
- Will perform detention hearings and assist with other hearings as directed.
- Conduct intakes on youth referred to the department.
- Monitor and Supervise probationers to ensure their compliance with all orders of the Court and/or Conditions of Probation.
- Counsels with the Offender and his/her parents, spouse, relatives, etc.
- Keeps Assistant Director informed of the status of the Department.
- Oversees Shift Supervisors in daily operation and leadership.
- For the purpose of compliance with the Americans with Disabilities Act and ADA Amendments Act, this job description does not account for potential reasonable accommodations.

- Ensures departmental compliance with Texas Administrative Standards and assists Assistant Director with compliance.
- Submit weekly reports on a timely basis to the Assistant Director and or Director.
- Meet regularly with the Assistant Director and or Director (both formally and informally).
- Keep the Assistant Director and Director abreast of staff issues such as training needs, personnel issues and any matters that affect operations. Be prepared to assist in problem solving. Provide assistance to staff to maximize their abilities and job performance. This includes but not limited to: Leadership by example, On-going evaluation and counseling of staff, model appropriate attitudes and compliance with Department philosophy, Policy and Procedures.
- Must be able to work Mondays and/or Tuesdays until 7 pm.
- Must be able to work Community Service 2 times per month on weekends
- Must be able to work in the detention facility as needed.
- Must be able to provide transportation before/after hours and/or on weekends and Holidays.

#### **Additional Responsibilities**

- Ability to communicate and work with Department staff, Supervisor's, Elected Officials, Law Enforcement, Public, Families, residents, and other County Officials.
- Prepare Daily reports, Court Orders, Department Memorandums, Courtroom testimony
- Must possess the ability to operate office equipment such as computer, (Windows application) copy machine, fax machine, postage machine, calculator, and telephone system.
- Ability to follow instructions, and use initiative in scheduling own work load.
- Ability to perform complex supervisory work in planning, organizing and direction of the activities of the Department.
- Required to be On-Call Rotation and possible Responder for the Department.
- Any assignments assigned by the Assistant Director or Director within the scope of the department.
- Office/Field Environment – working with juveniles; working irregular hours; working on an “On-Call” basis; traveling from site to site; working closely with others.
- Maybe required to travel for training purposes.
- Able to work Holiday's, weekends, and inclement weather.
- Be willing to work shift work and/or late evenings for programs.
- Regular attendance is required.
- Dual Certification for JSO and JPO and preform all duties.
- Ability to provide transportation of juveniles.
- Must be available to assist with facility emergencies and/or staffing shortages.

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## **General Qualification Guidelines:**

### **Experience, Education and General Qualifications**

Graduated from an accredited College or University with a Bachelor's Degree, with the experience in juvenile correctional work or in a related field, in addition experience in Probation, Corrections, and/or Youth Residential Facility with at least one (1) year in a residential setting 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. Must be able to pass Handle with Care Restraint and CPR/First Aid Training. Must be able to pass the JPO and JSO certification exam and maintain certification status.

### **Knowledge, Skills and Abilities**

- Thorough knowledge of organizational and administrative methods and procedures.
- Thorough knowledge of budgetary procedures and matters.
- Thorough knowledge of management, organizational and administrative methods, and procedures.
- Extensive knowledge of principles, procedures, and trends of social casework.
- Thorough knowledge of Federal and State laws.
- Ability to perform complex supervisory work in planning, organizing, and directing the activities of the Department.
- Ability to Supervise.
- Ability to communicate effectively with personnel in lower and upper echelon positions.
- Ability to speak in public and perform varied public relations activities.
- Ability to perceive and understand the needs of the individual offender in order to utilize the available resources completely.
- Extensive knowledge of the Texas Family Code.
- Knowledge of the Juvenile Departments referral process to the mental health professionals.

### **Registration, Certification or Licensure**

- Must possess a valid driver's license, graduated from an accredited College or University with a Bachelor's Degree with the experience in juvenile correctional work or in a related field.

### **Physical Demand Code**

Standing, Sitting, Walking, Carrying, Reaching, Vision, Hearing, Talking, Reading, Writing, Driving, Stooping, Kneeling, Bending, Lifting, Pushing

### **Special Conditions**

Must have reliable vehicle and working telephone.

Ability to work independently, multi-task and prioritize.

Have reading, writing, spelling, and math skills.

Ability to communicate and work with Department staff, Supervisor's, Elected Officials, Law Enforcement, Public, Families, residents, and other County Officials.

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Prepare Daily reports, Court Orders, Department Memorandums.

Ability to follow instructions, and use initiative in scheduling own work load.

Ability to perform complex supervisory work in planning, organizing and direction of the activities of the Department.

#### **Working Conditions**

- Environmental Factors – Use of cleaning chemicals, maybe subject to unpleasant odors, bodily fluids and or hazardous materials.

**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.

Annual Salary: \$53,912.25

Send resume and letter of interest to:

Van Zandt County Juvenile Probation Department  
323 East Garland  
Grand Saline, Texas 75140  
(903) 962.6262/Office  
(903)962.6413/Fax

**\*\*EQUAL EMPLOYMENT OPPORTUNITY\*\***

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January 2026  
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