



## JUVENILE PAROLE AND PROBATION ASSISTANT

6633

### GENERAL DESCRIPTION OF CLASS

The JUVENILE PAROLE AND PROBATION ASSISTANT supports one or more Juvenile Parole and Probation Officers with professional case management and counseling in the rehabilitation of youthful offenders. Work includes statewide transportation and community supervision of youthful offenders who are committed to the custody of the Oregon Youth Authority in community-based programs and placements, or one of the State youth correctional facilities.

### DISTINGUISHING FEATURES

This is a single classification and not part of a series of classes. The Juvenile Parole and Probation Assistant classification is distinguished from the Juvenile Parole and Probation Officer by the absence of full responsibility for case management, supervision, and counseling activities in the rehabilitation of youthful offenders. The Juvenile Parole and Probation Assistant is the para-professional level classification; employees serve in an assistance role under the direction of a Juvenile Parole and Probation Officer.

### DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may perform all or some combination of the duties listed below as well as other related duties.

#### 1. Monitoring and Transportation

Supervise and monitor youth offenders' behavior; meet with conditionally released or incarcerated youth offenders to discuss and monitor progress; model social skills to offenders in various social situations; track referrals to treatment providers; monitor and document victim restitution payments and served community hours; research placement and education options, employment opportunities, and other supportive services to facilitate youth reformation. Summarize information and recommend options to Juvenile Parole and Probation Officer. Coordinate with other individuals who could be impacted by the process of detaining a youth such as agency staff, security personnel, teachers, police departments, and apartment managers. Collect and interpret urine samples to monitor drug or alcohol consumption.

Take youth offenders into custody and secure transport. Search the youth's person, property and residence; inventory and store youth's property. Plan and execute all aspects of the transports including: inspection/exchanging information, search of the vehicle and security items, determination of amount and types of restraint, planning special security precautions, emergency and escape procedures, timing and routing of the trip. Determine accommodation of needs of offenders, possession of all clearances and necessary travel documents, inspection and storage of offender's personal property including medication, and assure a safe and controlled travel environment. Monitor offender's behavior and emotional state, in the community and during transports to ensure safety to the youth and safety to the community.

Escort and supervise youth offender absconders returned to Oregon under the Interstate Compact for Juveniles (ICJ); coordinate with the Oregon ICJ Office for interstate air and auto travel arrangements as required. At the direction of the Oregon ICJ office, may be called upon to coordinate with federal agencies and agencies of other states to ensure the safe and efficient return of youth offenders to Oregon. May be called upon to supervise offenders from other states who are on layovers at Oregon airports.

## **2. Reports and Communication**

Prepare reports and documents evaluating youth offenders' institutional or community progress; input information into Juvenile Justice Information System. Gather and verify information by interviewing youth offenders, victims, family members and others; research records and documents; and review background information including school, social, employment and criminal history; prepare reports based on gathered information. Prepare updated reports for submittal to the courts and local schools. Maintain records that summarize institution or community performance, and evaluate institution or community program performance; recommend changes; coordinate report information with other agencies. Maintain agency procedure, safety and case files.

## **3. Resource Development and Needs Evaluation**

Research sources and use resources in the community to help support youth's reformation plan, and provide positive social opportunities. Maintain professional working relationships with community groups such as drug and alcohol programs, shelter care providers, foster care homes, independent living sources, mental health counseling programs, school and job placement programs. Research and evaluate youth offenders' institution or community program performance; write reports and recommend action to the Juvenile Parole and Probation Officers; advise on possible risk to the community. Assist the Parole and Probation Officer by evaluating the youth's immediate and on-going needs; recommend placements and community resource.

## **4. Miscellaneous**

Provide case management backup on a temporary basis to Juvenile Parole and Probation Officers. Maintain a small caseload that includes case management responsibilities for developmental or training purposes. Assist Juvenile Parole and Probation Officers in reviewing case files. Facilitate positive relationships with family, community, and interested criminal justice agencies by advocating for the youth or giving suggestions for proper handling of youth's behavior. Testify in court or administrative hearings about pre-sentence case history investigations, revocation recommendations, or the youth's violation of parole and probation agreement. Promote public relations and education by presenting information to civic or other community organizations about the juvenile correctional system and parole and probation processes. Inspect vehicles for safety and proper operation, ensure maintenance is performed as scheduled.

## **RELATIONSHIPS WITH OTHERS**

Employees in this class regularly contact youth offenders and their families in the community or institution through written communication, by telephone or in-person to give advice or gather and explain information. They also regularly contact representatives of the criminal justice system such as judges, district attorneys, the youth's attorney, police, county juvenile department staff to exchange information about youth offenders and their status; and to testify at hearings. Employees have regular in-person and telephone contact with victims, concerned citizens, community members, members of civic organizations or schools, and the public to give and receive information, listen to concerns, develop resources, and educate.

**SUPERVISION RECEIVED**

Employees in this class work under general supervision of a supervisor or under the direction of a Juvenile Parole and Probation Officer who assigns work verbally and in writing. Employees often work independently in the field. Work is reviewed for accuracy and conformance to established policies and procedures through conferences and review of reports and case records. State and federal laws and regulations, Administrative Rules, and agency procedures also guide the work.

**KNOWLEDGE AND SKILLS (KS)****Basic knowledge of:**

Symptoms and behaviors associated with substance abuse.
Methods and procedures for treatment and rehabilitation of mental dysfunctions.
Principles of human behavior and performance; delinquency and adolescent development; family dynamics; and the assessment and treatment of behavioral and affective disorders.
Principles, methods and techniques of correctional or social case work.
Court procedures associated with the juvenile justice system.
Techniques and methods of interviewing others to obtain information.
Typical community resources used to diagnose and treat skill-deficient adolescents and young adults.
Typical office procedures such as the methods used to file, answer a multi-line telephone and operate office equipment.
Procedures to maintain and safely operate vehicles.

**Skill to:**

Gain cooperation through discussion with people from various socio/economic backgrounds who may be aggressive, confused or have emotional disorders.
Give full attention to what other people are saying, take time to understand the points being made, ask appropriate questions and not interrupt at inappropriate times.
Communicate effectively on a one-to-one basis and in groups to provide or exchange information, or communicate professional opinions.
Write effective reports based on observations and gathered information.
Review and compare information against established rules and draw logical conclusions based on the information.
Remain calm and work successfully with individuals and family members in crisis and emotional situations.
Communicate effectively with persons of varying socioeconomic, racial, and cultural backgrounds.
Use desktop computer and data systems typical to an office environment.
Utilize a variety of software applications and mobile equipment.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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