

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: Juvenile Casework Supervisor
Department: Juvenile Probation
Reports To: Detention Superintendent
Salary: \$19.8158/hr. or greater depending upon qualifications
Application Deadline: Open Until Filled

Summary: Assist the Detention Superintendent with administrative and supervisory responsibilities.

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Assists with Intake procedures and screening juveniles in period immediately following arrival at Detention Center in order to determine most appropriate handling of individual cases; assists in implementing and coordinating the educational and recreational programs for juveniles during stay in detention. Serves as a liaison with the courts, District Attorney's office, law enforcement agencies, and other probation departments. Assists in staff scheduling, including daily changes, prepares monthly work schedules for detention shifts. Directs and assists Lead Counselors and Detention Officers with their duties, counsels with juveniles as needed. Monitors and oversees security throughout the facility and advises the Superintendent of any problems; assists with handling and resolving emergency situations, including riots, altercations, fire, etc.; assists with monitoring and resolving medical problems and emergencies, monitors and assists with mechanical operations, maintenance and housekeeping, food service and other operations. Assists Superintendent with on-going training for detention staff, including annual CPR and First Aid Training and orientation of new employees. Compiles data and statistics for reports, prepares reports and submits required paperwork as assigned. Attends and participates in staff meetings and job related meetings and conferences, attends training sessions, educational seminars and workshops; assumes duties and responsibilities of Detention Superintendent in his/her absence. Regular and predictable attendance is an essential function of this position.

Other Job Functions: Performs other job related duties, as directed.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

EQUIPMENT USED: Personal computer/mainframe computer terminal; other general office equipment as needed; security systems (including locks, fire alarm/sprinkler, camera surveillance).

JOB REQUIREMENTS

Education & Experience: Bachelor's Degree in behavioral sciences, sociology, criminal justice or related field approved by the Texas Juvenile Probation Commission. One year (24 hours) of graduate work (Master's Degree is preferred) or three years of experience in full-time casework counseling, community or group work in an approved social service, community corrections or juvenile agency that deals with offenders or disadvantaged persons. Position requires minimum of 32 hours evening and weekend work schedule.

Knowledge, Skills & Abilities: Knowledge of the Jefferson County Juvenile Detention and Probation Department policies and procedures; the Texas juvenile justice system; the principles and practices of juvenile probation; the principles and practices of employee supervision. Skill in supervising the day-to-day operations of juvenile detention officers.

WORK SITUATIONS/DEMANDS/EFFORT: Work requires organizing; accuracy; prioritizing; attention to detail; working as part of a group; flexibility in order to perform a variety of duties; performing routine, repetitive duties; working in a stressful environment; dealing with juvenile criminal offenders, including emergency detention situations.

WORKING CONDITIONS: Work is performed in all areas of Detention Center facility; office duties are performed in a climate controlled open environment which is shared with several other employees; **must be available to work any and all shifts (7:00 a.m. - 3:00 p.m., 3:00 p.m. - 11:00 p.m., 11:00 p.m. - 7:00 a.m.) including weekends and holidays;** overtime when necessary.

PHYSICAL REQUIREMENTS: Duties require frequent walking, reaching, lifting, carrying, climbing, housekeeping duties, etc.; job duties also include restraining out-of-control youth, dealing with emergency situations (medical emergencies, riot, fire, etc.), assisting with security, maintenance, etc., as required; appropriate precautions must be observed.

**Apply at: Human Resources Department
Jefferson County Courthouse Annex 1 Building,
1225 Pearl St., Suite 201, Beaumont, TX 77701
(409) 839-2391**

**E-mail resume to: hrdept@co.jefferson.tx.us
Please use Microsoft Word when submitting resumes.**

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Beaumont, Texas 77701.