



Juvenile Intake Officer

Employer

Cowley County
311 E 9th
Winfield, KS 67156

JOB TITLE: Juvenile Intake Officer

DEPARTMENT: Youth Services/Community Corrections

REPORTS TO: Youth Services/Community Corrections Director

STARTING PAY: \$20.81

STATUS: Full-time

Position Summary:

The Juvenile Intake Officer completes assessments that help determine what community-based services may be appropriate for the youth and families that are arrested or placed in police protective custody. The employee in this position completes an assessment, evaluates the needs of individual clients, provides guidance and resources for the youth's personal development, and provides a recommendation for action to the Community Corrections Youth Services Director, County Attorney and/or DCF. The employee will be required to complete documentation and follow the standards of Cowley County Youth Services and the Department of Corrections, Juvenile Service.

Essential duties and responsibilities:

- Complete required assessments, screenings, and evaluations.
- Maintains working relationships with multiple agencies including law enforcement, court services, District Court, DCF, County Attorney, Mental health providers, placement agencies, foster care contractors and other social services agencies.
- Determine appropriate placement recommendations to assure that youth is placed in the least restrictive placement available and within the legal guidelines.
- Coordinates placements and serves as a liaison between placement and other agencies.
- Aids with detention hearings.

- Coordinates transportation of youth.
- Notifies parents/guardian of youth's placement.
- Provide the Director, County Attorney and/or DCF with a recommendation of action supported by documentation.
- Makes referrals to the Immediate Intervention Program.
- Confirms restitution amount and coordinates repayment of restitution.
- Gathers and verifies client intake information.
- Creates and maintain an individual file on each client ensuring all legal documents, reports, social documents, chronological and statistical reports, etc. are present and updated as necessary per program standards.
- Assesses client needs and make referrals to community resources to meet these needs.
- Submits weekly, monthly, and quarterly reports to agency Director.
- Forward intake information to appropriate agency in a timely manner and in accordance with JIAS protocol (County Attorney, DCF, Court Services, CSOs and the court).
- Adheres to the Department of Corrections, Juvenile Services and Cowley County Youth Services standards and policy and procedures for the Juvenile Intake and Immediate Intervention Programs.
- Conducts drug/alcohol screenings.
- Implements parent/family engagement techniques.
- Enters data in the Department of Corrections, Juvenile Justice Data Base per standards.
- Aids in coordinating the attendant care program.
- Reports signs or suspicion of abuse or neglect as required by law.
- Complete all necessary paperwork and documentation.
- Coordinates juvenile intake on-call to secure 24 hour a day coverage and distributes schedule to necessary individuals and agencies.
- Attends staff meetings unless excused by the Director.
- Performs other duties as assigned, as deemed necessary or as required.

Marginal duties and responsibilities

- Attends the Cowley County Protection team meetings and makes referrals to the team as needed.
- Coordinates on-call calendar, surveillance, and transports for Cowley County
- Facilitates and/or co-facilitate approved groups.
- Other related duties as deemed necessary or as required.

Position Requirements:

Experience:

This position requires comprehensive knowledge in administering programs to fidelity, modeling, coaching and providing continuous quality improvement for staff implementing evidence-based programs. Experience teaching evidence-based programs and working with fidelity measures is preferred. Must be 19 years of age or older and must pass KBI/DCF Child Abuse Registry check.

**Education:**

Bachelor's Degree from an accredited college or university in criminal justice, human relations, sociology, social work, education, psychology, counseling or a related field.

Skills:

- Knowledge of Juvenile and Criminal Justice Systems and best practices
- Ability to model, coach, teach, and provide constructive feedback.
- Skilled in record/data keeping and computer experience skills.
- Ability to receive and convey detailed information or important instructions and extensive problem solving.
- Ability to establish and maintain effective professional working relationships with others.
- Ability to comprehend, interpret, and comply with rules and regulations.
- Ability to prepare reports.
- Ability to communicate effectively orally and in writing.
- Ability to maintain confidentiality.
- Ability to complete random drug/alcohol-screening tests.
- Obtain/maintain a valid Kansas Driver's License

*This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job related responsibilities and tasks other than those stated in this specification.

Accountability: Problem solving, and decision making is a factor in this position. Must have the ability to weigh information and support decisions by fact, document and testify in court.

Supervision: Employee does not have supervisory responsibilities over subordinate personnel.

Working Conditions:

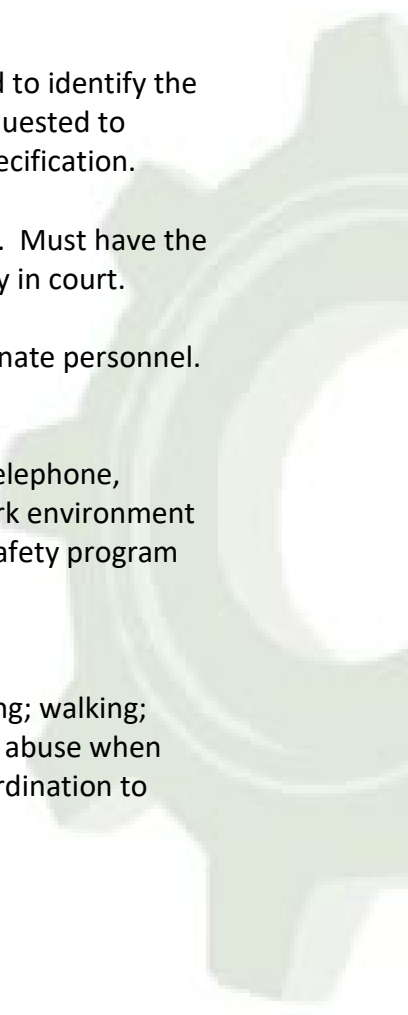
Duties are performed primarily in an office setting. Must be able to operate a telephone, computer keyboard, copy machine, and fax machine. The noise level in the work environment is usually quiet to moderate. Performs work safely in accordance with County safety program and departmental safety procedures.


Physical Requirements:

Mostly sitting and standing; occasional stooping, lifting, carrying, reaching pulling; walking; frequently speaking, writing, and listening. Ability to endure verbal and mental abuse when confronted by hostile views and opinions. Requires sufficient strength and coordination to defend oneself from attack.

Application Instructions:

Please e-mail all applications to: adminoffice@cowleycountyks.gov





You can mail or drop off an application to:
Administrative Services Manager
Mary Read
311 E. 9th Winfield
Kansas 67156.

Cowley County is an equal opportunity employer.

