

MAJOR FUNCTION

This is professional work involving supervision, case management, and counseling of delinquent youths who are serious habitual offenders (SHOs) or at risk youths who are in need of supervision and treatment. An employee in this class is responsible for monitoring, controlling, and supervising the conduct of designated serious habitual offenders or at risk youth in the community and/or who are under probation or parole conditions, assessing their threat to the community and engaging appropriate community resources to supervise and control their conduct to conform to public safety expectations of the community. Work involves, but is not limited to, preparing human services projects and special crime/drug abuse intervention strategies. Work is performed with considerable independence under the general administrative direction of a Police Sergeant. Work is reviewed through conferences, reports, recommendations, and results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Provides enhanced supervision and case management for young serious habitual offenders or at risk youth. Supervises youth to assure that their prescription for treatment is being fulfilled. Reviews local community as well as state programs for possible placement of youth. Develops specific prescriptive programs for each case. Develops multi-agency community control and supervision responsibilities that will provide intensive monitoring of the daily actions of each youth. Insures placement of SHOs/near SHOs in the community as part of their probation or parole conditions. Insures intensive public safety measures to ensure that the SHOs/near SHO's or at risk youth are provided with rehabilitative opportunities, intensive conduct control and supervision. Manages probation/parole case management process as part of the crime analysis, case managed community control process. Performs related work as required.

Other Important Duties

Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the theories and practices in counseling or social work. Knowledge of professional ethics relating to counseling or social work. Knowledge of interviewing techniques. Ability to provide counseling and guidance to others. Ability to register complaints of delinquent children and file reports of investigations. Ability to conduct fact finding interviews. Ability to make recommendations concerning the advisability of prosecution in delinquency matters. Ability to investigate and complete inquiries and reports. Ability to develop individual case plans. Ability to coordinate case assignments for multi-problem youth. Ability to plan, organize and coordinate work assignments. Ability to actively listen to others. Ability to communicate effectively verbally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in sociology, social work, psychology, counseling, criminology or a related field and one year of professional experience that includes probation and parole or family counseling; or an equivalent combination of training and experience.

Police Department: Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. The top applicant chosen for this position will be

required to complete and pass a Truth Verification Examination prior to an employment offer being made.

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11-02-09*
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