
EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	Community Justice	CLASSIFICATION:	207
SUPERVISOR:	Director-Community Justice	SALARY RANGE:	E05
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Oversee the daily operations of the Juvenile Division, working closely with the Director on planning and direction of the Division. Supervise Juvenile Probation Officers and support staff. Perform professional casework services, counseling, crisis intervention, guidance and supervision of children and families under departmental jurisdiction. Serve as and perform all duties assigned to 'Juvenile Counselors' under ORS 419A.010(1)(a) and 419A.012. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supervise staff, including assigning and reviewing work, evaluating performance, training and recommending necessary disciplinary action. Handle employee complaints and effectively recommend on hiring and dismissal decisions.

In conjunction with the Director, develop and maintain current plans, procedures and policies for administration of the program for supervision of maladjusted and delinquent minors. Provide for training of staff members.

Supervise a caseload of juvenile offenders on probation or diversion in the community.

Conduct casework interviews with maladjusted, delinquent or neglected minors and their families to diagnose and treat individual and family problems. Investigate and evaluate out of home placement for minors. Conduct counseling interviews with minors and their families to aid in the solution of individual and family conflicts.

Confer with families regarding individual problems of minors and answer public inquiries concerning departmental policies and administrative decisions.

Address civil groups to explain and interpret policies and the goals of the juvenile program.

Screen intake referrals for legal sufficiency and appropriate action in conjunction with the District Attorney's Office. Present social and jurisdictional histories, facts of cases and dispositional recommendations to the Court upon request. Carry out dispositions ordered by the Court.

Prepare correspondence, departmental reports, progress reports, legal petitions and court reports.

Work with department staff, other social work agencies, schools, churches, public health agencies, law enforcement agencies and others to develop and implement treatment and rehabilitation programs for individual cases.

Evaluate placement decisions and supervise youth in and out of home placement, residential care and detention.