

How to Apply

Please send a letter of interest, along with resume, and three references to the following:
Sandy A. Fofi, Chief Juvenile Probation Officer, Wayne County Juvenile Probation Department,
925 Court Street, Honesdale, PA 18431

Applications will only be accepted until: March 13, 2017

Juvenile Probation Officer Position

Overall Description:

- Position is full-time (37.5 hr./wk.) with benefit package and is covered by the Probation and Domestic Relations Officers Association
- Starting Salary \$33,321.00
- The Wayne County Juvenile Probation Department operates under the direct supervision of the Wayne County Court of Common Pleas
- Position is partially grant-funded via Juvenile Court Judges Commission
- Duties are aligned with the basic principles of Pennsylvania's Juvenile Justice System Enhancements Strategy, are consistent with the requirements outlined by the PA Juvenile Act (Title 42 PA C.S Section 6301 et. Seq.), the Balanced and Restorative Justice Principles, along with the standards set forth by the Wayne County Court of Common Pleas and the Juvenile Court Judges' Commission
- Upon satisfactory completion of a one year probationary period, the juvenile probation officer shall be sworn in by the President Judge

Position Requirements:

Bachelor's Degree with a background of at least 18 credits in the behavioral or social sciences

- Act 33 Child Abuse Clearance and Act 34 Criminal Background Check Clearance
- Minimum of three years experience in the Juvenile Justice or related human services field is preferred
- Excellent assessment, organization, communication, computer and writing skills
- Valid Driver's License
- Basic knowledge of Motivational Interviewing, evidence based practices, along with prevention and intervention programs is preferred
- Knowledge of collateral human service agencies, schools and community-based resources is preferred
- Experience in group dynamics and the group facilitation process is preferred
- Must possess the ability to function independently, maintain good self-control under stress, be flexible in nature, and hold strong social skills when dealing with juvenile offenders, their families, and professional colleagues
- The following attributes are necessary: high moral standards and integrity (i.e. being able to keep information confidential) impartiality; good judgment; and decision making skills
- Adequate physical and mental health to withstand rigorous activity under pressure
- Willingness to travel and perform job duties outside the hours of a regular work day 8:30 am to 4:30 pm
- Must successfully complete 40 hours of yearly training to include but not limited to: firearms qualification; defensive tactics; arrest procedures; along with training related to substance abuse; criminogenic behaviors; and mental health treatment

Position Responsibilities

- Conduct juvenile intake investigations
- Provide written reports and recommendations to the Court
- Ensure the Court's Orders are followed
- Provide courtroom testimony
- Submit referrals to community based and residential based placements
- Conduct person and field searches
- Perform office and field supervision in such places as juvenile offenders home, school, and community (i.e. employment, treatment facility)
- Conduct urinalysis testing
- Maintain collateral contacts through telephone and/or in person (i.e. juvenile offenders family members, employer, education providers, residential placements, children and youth, mental health, drug and alcohol services, along with any additional social service agency involved) on a consistent basis
- Attend interagency meetings
- Transport juvenile offenders to and from detention centers and placement facilities during and after business hours when deemed necessary
- Work a rotating on-call schedule
- Additional duties are consistent with requirements outlined by the PA Juvenile Act (Title 42 PA C.S Section 6301 et. Seq.), Balanced and Restorative Justice and standards set forth by the Wayne County Court of Common Pleas and the Juvenile Court Judges' Commission