



The Klamath Tribes
501 Chiloquin Blvd./P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 10/02/17
OPEN: UNTIL FILLED

EXEMPT: ___
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: JUVENILE PROBATION/TRUANCY COUNSELOR

RESPONSIBLE TO: Chief Judge

SALARY: GS-7 \$34,137 - \$44,371 Annual/ Full Benefits
GS-8 \$37,810 - \$49,615 Annual/ Full Benefits
GS-9 Full Benefits (Only for employees with 10+ years of service)

Starting salary will be determined by funding, experience and training level, and normally is not above the first grade, mid-step range.

This position is grant funded for two years. Continuation of this position is dependent upon ability to secure additional funding.

CLASSIFICATION: Non-Management, Regular, Full-time

LOCATION: Klamath Tribal Court
116 E. Chocktoot Street
Chiloquin, OR 97624

INTRODUCTION

The primary purpose of this position is to develop a positive and supportive relationship with juvenile offenders and their families in the order to assist in their rehabilitation. This position will be responsible for meeting with juveniles pursuant to their court ordered reporting schedule to ensure they are in compliance with court orders and/or school schedules. Incumbent will be required to work an abnormal work schedule and maintain a high level of confidentiality to carry out the responsibilities of the job.

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This position requires extensive travel between Klamath Falls, Chiloquin and other rural communities to serve Native Americans in Klamath County.

MAJOR DUTIES AND RESPONSIBILITIES

1. Interview juveniles and their families to determine disposition of referrals and make recommendations to the court, families, schools and other agencies involved with youth based on findings and observations.
2. Counsel juveniles and their families in a positive manner in order to provide guidance for compliance with probation conditions.
3. Provide awareness of programs available and aid from other agencies to assist families with any barriers that may impede on the success of the juvenile and/or family unit.
4. Counsel and supervise juveniles through personal contact with the juveniles, their families and involved agencies to ascertain compliance with probation.
5. Investigate and prepare legal documents such as petitions and motions and present to the Court. Answer any questions the Court may have regarding the case. Recommend disposition to the Court and carry out court ordered disposition.
6. Maintain case histories by writing narratives and completing required records, reports and statistical data as required by departmental policy, State law, and Tribal law.
7. Communicate effectively with law enforcement agencies and families requesting decisions regarding lodging of juveniles in the detention facility, shelter care placement or counseling. This may require the incumbent to work an abnormal work schedule.
8. Maintain positive, ongoing relationships with county schools and teachers to oversee truancy issues as well as attendance by Juvenile offenders.
9. Verify that all children/youth are enrolled in and attending an educational institution, that children/youth arrive on time, and makes inquiries to their educational institution and or parent/guardian as to enrollment and attendance.
10. Maintain positive and effective communication with supervisors, parents/guardians, tribal partners, community partners, schools, faith-based organizations, public health agencies, law enforcement agencies and others relative to individual cases in outlining treatment and care plans.
11. Facilitate and transport juveniles to and from detention institutions, court hearings, residential programs and other related service agencies.

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12. Coordinate services with appropriate agencies to meet the individual needs of the juveniles. Participate in case staffing that may involve tribal partners, participants, and community partners. Collaborate in case staffing by sharing and receiving ideas and knowledge, which enhance planning efforts that assist in promoting positive outcomes. Participate in inter-agency case management developing jointly managed case plans, where appropriate.
13. Document pertinent information relating to the participant's situation, with particular focus on evaluation of the family and activities relating to the client and their situation with emphasis on
14. Participate in department meetings and staff trainings as required.
15. Incumbent may be called upon to perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of courtroom and Order of the Court procedures.

Skill in handling youth with impartial treatment.

Positive and professional communication skills. This person should be able to work with a variety of individuals in a professional manner, using tact, diplomacy and mature judgment.

Ability to perform work and accomplish tasks in accordance with established policies, procedures, practices and priorities of the tribes.

Ability to maintain a high level of strict confidentiality of records and information pertinent to the nature of the work.

Knowledge of Tribal Codes in association with the Klamath Tribes Tribal Court.

Knowledge of both State and Tribal Court policies and procedures.

Ability and skill to perform work and accomplish tasks in accordance with established policies, procedures and practices of the Social Services Department and the Klamath Tribes.

Ability to use and operate Microsoft Word, Excel and database systems.

Ability to operate vehicles safely under all types of weather conditions and traffic situations.

Knowledge of community services, social services, child agencies and their respective roles.

Must be dependable, responsible, and maintain a high level of strict confidentiality.

Must be willing to work an abnormal work schedule.

SUPERVISORY CONTROLS

Work is performed under the general direction of the Chief Judge. Duties are performed with minimal supervision. Employee works independently, resolving normal conflicts according to initiative in researching answers and solving problems using judgment based upon previous training, experience and instructions. Unusual, new, or complex assignments are discussed with the Chief Judge.

QUALIFICATIONS, EXPERIENCE, AND EDUCATION

- BA/BS Degree in Social Services or related field, preferred, OR an equivalent combination of education and training equal to four (4) years, **REQUIRED**. *(Copy of degree or transcripts must be submitted with application.)*
- Two (2) years demonstrated work experience in juvenile counseling or other relevant youth services, **REQUIRED**.
- Experience working with Native American juveniles and families, preferred.
- Computer experience, **REQUIRED**. Emphasis will be in the use of Microsoft Word, Excel, data base systems, and work in a networked environment.
- Must submit to and clear an alcohol/drug screen test and submit to random screening as per policy, **REQUIRED**. *(Employment will be contingent upon clearing the required alcohol/drug screening test.)*
- Must possess and maintain a valid Oregon Driver's License, have a good driving record and be insurable by the Klamath Tribes. If licensed out of state must obtain and maintain a valid Oregon Driver's License within initial 90-day probationary period as a condition of employment, **REQUIRED**. *(Copy of valid driver's license must be submitted with application.)*
- Must submit to and clear a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for any traffic, misdemeanor or felony crimes, **REQUIRED**. *(Employment will be contingent upon clearing the required criminal records background check.)*

- Must accept the responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters. In addition, the Oregon Revised Statutes (ORS) 419B.010 identifies this position as having the duty to report child abuse, **REQUIRED.**

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference*)

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURES

Submit a Tribal ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a tribal application, or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.