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

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

OPEN: 06/30/25
CLOSE: 07/15/25

EXEMPT ____
NON-EXEMPT __X__

POSITION DESCRIPTION

POSITION: **JUVENILE PROBATION/TRUANCY COUNSELOR**

RESPONSIBLE TO: Judicial Director

SALARY: Step Range: 24-31; Full Benefits
Salary Range: $57,676 - $70,934
Hourly Range: $27.73 - $34.10

CLASSIFICATION: Non-Management, Full-Time, Regular

LOCATION: The Klamath Tribes Judiciary
35601 S. Chiloquin Rd
Chiloquin, OR 97624

BACKGROUND: P.L.101-630 (child contact)

POSITION OBJECTIVES

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 following court orders and 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. The incumbent will be required to attend court hearings on child probationary matters.

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

This position may be grant funded and the continuation of this position may be dependent upon the ability of the Tribes to secure additional funding.

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. Records Management includes; case management, risk screening, assessments, case planning, interventions, complete activity tracking forms, complete reporting requirements and researching client history.

3. Counsel and supervise juveniles through personal contact with them, their families, and the agencies involved to ascertain compliance with probation. Counsel juveniles and their families positively to guide compliance with probation conditions. Attempt to modify conduct by encouraging positive behavior.

4. Provide awareness of available programs and aid from other agencies to assist families with any barriers that may impede the success of the juvenile and/or family unit. Provide information to youth and families regarding tribal and cultural events.

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. Prepare and present legal documents such as petitions and motions to the Court. Address any questions the Court may have regarding the case. Recommend dispositions to the Court and carry out court-ordered actions.

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, court staff, 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. Obtain school records pertaining to grades and attendance weekly.

9. Verify that all children/youth are enrolled in and attending an educational institution, that children/youth arrive on time, and make 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.

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 evaluating the family and activities relating to the client and their situation.

14. Attend County Juvenile Court proceedings weekly. Collaboration with Oregon Youth Authority and other Tribal, State and County agencies.

15. Participate in department meetings and staff trainings as required. Network with tribal, state and county programs regarding youth services. Participate in youth community events. Community collaboration.

16. Effectively manage workload and deadlines, demonstrating strong organizational and time management skills.

17. Maintain regular communication with the supervisor regarding work schedule, daily activities, and location during work hours.

18. Promptly notify the supervisor of any changes to the schedule or potential delays in assigned duties.

19. Ensure availability and responsiveness for required meetings, trainings, and other official obligations as assigned.

20. Serve as a mentor and positive role model for students, fostering trust and respect.

21. Coordinate with social services, law enforcement, mental health providers, and other agencies to support rehabilitation efforts.

22. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath

Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

Work is performed under the general direction of the Judiciary. 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 Judicial Director.

KNOWLEDGE, SKILLS, 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.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: ***Failure to comply with minimum position requirements may result in termination of employment.***

- **REQUIRED** to possess a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application.)*

- **REQUIRED** to possess a bachelor's degree in related field OR an equivalent combination of education and training equal to four years may be substituted for degree. (*Must submit copy of diploma or transcripts with application.)*

- **REQUIRED** to have a minimum of two years demonstrated work experience in juvenile counseling or other relevant youth services.

- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.

- **REQUIRED** to have experience and knowledge of Tribal Communities and working with diverse backgrounds.

- **REQUIRED** to enroll in and complete the Tribal Probation and Reentry Academy hosted by the National Criminal Justice Training Center; to be completed within 120 days of hire.

- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. (*Must submit copy of driver license with application.)*

- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.

- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime. **REQUIRED** to accept 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.

Preferred Qualifications:

- Experience working with Native American juveniles and families, preferred.

INDIAN PREFERENCE

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

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily 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 PROCEDURE

Submit The Klamath Tribes ***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.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	**Employee (signature)**