

Job Description

Job Title: Juvenile Intake Officer I Job Code: 905115 Job Family: Public Safety
Pay Grade: 14.13 FLSA: Non-exempt EEO: Para-professional
Department/Agency: Countywide Position Number(s): Multiple
Recommended Position Title(s): Juvenile Intake Specialist

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork – Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Completes the intake process with the alleged CINC and/or alleged juvenile offender and meets and/or discusses with those directly involved with the youth (law enforcement, family members/legal guardian, other agencies and entities, etc.); completes the required psychosocial interview with the juvenile and administers any screening instruments required by the Juvenile Corrections Advisory Board and the KS Department of Corrections, including pre-screening for mental health issues and the state issued detention risk assessment instrument; completes the interview guide and enters data in the Juvenile Justice Intake and Assessment Management System (JJIAMS).
- Initiates and completes the booking process and gathers demographic information, family history, criminal history, abuse/CINC history, and other necessary areas of information; ensures all reports are received from law enforcement prior to their departure from JIAC.
- Makes referrals including housing and supervision placement decisions, working to divert youth from out-of-home placement when possible; works with providers and community resources to explore all options for services for juveniles and their families.
- Processes data entry and paperwork within a strict timeline; provides detailed reports for each intake completed as the **information is utilized by many entities to provide an accurate and detailed report in regards to each youth's life and** particular incident.
- May operate an institution vehicle to transport clients to and from court, medical facilities, work locations, or other approved locations.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

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Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Twenty-one (21) years of age or older; high school diploma or equivalent; two (2) years of college coursework in human services or other related field OR two (2) years of experience working with youth and families; successfully pass a criminal **history check; and possess a valid driver's license** with an acceptable driving record for those positions that will be required to drive.

Applicant must submit to and pass a pre-employment, post-offer drug screen prior to employment.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Bachelor's degree in Social Work, Psychology, Family or Human Sciences/Studies, Criminal Justice or relevant field and knowledge of community resources are preferred.

Yes No Experience may be substituted for degree.

Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions

On call/stand-by work required.

Shift work: 24 hour/7 days a week facility.

Safety-sensitive job.

Weather essential job for Department and County.

Uniform required

Ability to physically intervene/control youth.