

## Job Description

Job Title: Juvenile Intake Officer II                      Job Code: 905116                      Job Family: Public Safety  
Pay Grade: 15.14                      FLSA: Non-exempt                      EEO: Para-professional  
Department/Agency: Countywide                      Position Number(s): Multiple  
Recommended Position Title(s): Senior 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.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – **Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources;** utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

### Essential Duties:

- Provides operational oversight and decision making in the capacity of a Lead Worker; works with client/offender and their family ensuring needs are met while providing public safety; answers questions and provides guidance during the intake/booking process; reviews file and ensures proper placement.
- Completes the Intake process with the alleged CINC and/or alleged juvenile offender and meets 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 administer 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)..
- Coordinates and assists in training of new staff and provide ongoing training to current staff on screening tools and JJIAMS; serves as a role model for staff in professionalism and appropriate communication with youth, parents, and law enforcement.
- 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.

## Job Description

- 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; maintains accurate statistics; provides statistical data to department and courts; analyzes data and reports trends or anomalies.
- 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.

*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; **Associate's** degree in Social Work, Psychology, Family or Human Sciences/Studies, Criminal Justice or relevant field; 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; two (2) years of juvenile intake and assessment experience; one (1) year of experience leading, directing, supervising or coordinating the work of others; and knowledge of community resources are preferred.

### Education/Experience Substitutions:

Yes  No Experience may be substituted for degree.

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### 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.

Ability to physically intervene/control youth.