

PROBATION AIDE

DEFINITION: Under supervision, to be responsible for the care, welfare, custody and transportation of juvenile detainees in the County's Special Purpose Juvenile Hall; oversee the scheduling and staffing of the facility at all required times; assist probation staff in a variety of matters; assist in the preparation of grant applications and reports; coordinate training of temporary staff; maintain mandated manuals; perform other job related work as required.

DISTINGUISHING CHARACTERISTICS: This is a specialized class for the Probation Department. The incumbent is responsible for the maintenance of the Special Purpose Juvenile Hall to receive juveniles. The incumbent coordinates scheduling and assignment of on-call Juvenile Detention Counselors, assists in the preparation of grant reports, transports detainees, and assists probation staff in probation-related matters as requested.

REPORTS TO: Chief Probation Officer

CLASSIFICATIONS SUPERVISED: None

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: : *(Essential functions, as defined under the American with Disabilities Act (ADA), may include the following tasks depending on background, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and not a comprehensive listing of all functions and tasks performed by positions in this class.) Some of these tasks may be assigned to support staff.*

Prepare and maintain the Special Purpose Juvenile Hall for the receiving of juveniles; coordinate and schedule on-call Juvenile Detention Counselor assignments; assist in the preparation of grant reports and other reports as assigned; transport juveniles to and from court, group homes, and juvenile halls; maintain security of juveniles during transport; use restraining equipment as necessary during transport; supervise minors in custody at the Special Purpose Juvenile Hall; gather basic information regarding mental status and physical health of juveniles in custody; gather appropriate data for Probation Officer to cite and release juveniles to parents and guardians; provide basic background information to juvenile hall and group home staff; insure proper completion of juvenile hall admission documents; monitor child visits by parents; call and monitor minors on house arrest; perform drug testing; complete periodic statistical information; assist in providing training for Juvenile Detention Counselors; assist in grant preparation and administration; maintain mandated policies and manuals; maintain confidentiality.

TYPICAL PHYSICAL REQUIREMENTS: Sits for extended periods; frequently stands and walks; sufficient manual dexterity, strength, stamina, and eye--hand coordination to use restraining equipment and maintain control of juveniles; lift and move objects weighing up to 50 pounds; corrected hearing and vision to normal range; verbal communication; use office equipment including computers, telephones, calculators, copiers, and FAX

TYPICAL WORKING CONDITIONS: Work is usually performed in office, driving and outdoor environments; may work in varying weather conditions; frequent contact with staff and the public. The incumbent may work nights and may be subject to call-outs. Incumbent may be exposed to bio-hazardous waste.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic knowledge of problems and emotions of juvenile offenders.
- Basic knowledge of laws, rules, and regulations governing operation of a juvenile hall.
- Grant reporting
- Restraining equipment such as handcuffs, belly chain, and leg irons.
- Safe transport methods and procedures.
- Basic knowledge of admitting procedures for juvenile halls.
- Work scheduling and coordination.
- Universal Healthcare Precautions

Ability and willingness to:

- Be responsible for the maintenance and upkeep of the County Special Purpose Juvenile Hall.
- Coordinate and schedule transportation of juveniles.
- Assist in the development and preparation of grant reports.
- Maintain responsibility for and carry out the safe transport of juveniles in custody.
- Use restraining equipment as necessary.
- Review and insure proper completion of juvenile hall admitting documents.
- Evaluate situations and people accurately and make sound decisions regarding potential behavior problems.
- Maintain composure in stressful situations.
- Maintain and update accurate records.
- Effectively represent the Probation Department in contacts with probationers, the public, group home and juvenile hall staffs, and the courts.
- Establish and maintain cooperative working relationships.
- Training techniques to train others in policies and procedures of Juvenile Hall.
- Maintain confidentiality

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

Some previous work experience in a probation or corrections related field is highly desirable.

Completion of coursework in criminology, sociology, psychology, social work, criminal justice or closely related field is highly desirable.

Special Requirements:

- Possession of a driver's license valid in California.
- Ability to work unusual hours or shifts as dictated by job requirements.
- Ability to obtain a CPR /First Aid Certificate.
- Successful completion of Board of Corrections Juvenile Counselor Core training and continued compliance with annual training requirements.