



Juvenile Probation Officer Supervisor

Department: Juvenile Probation Office

DESCRIPTION

The primary responsibility of this position is to supervise line staff in their specific, daily duties as Juvenile Probation Officers. The supervisor coordinates schedules, training, rates job performance and acts as a liaison between the Juvenile Probation Office and community-based service providers for Lycoming County.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review and approve all Court reports, summaries of supervision history shared with all parties prior to hearing
- Coordinate transportation arrangements between the Juvenile Probation Office and residential placements/detention
- Coordinate and process all out-of-county youth after disposition hearing and act as liaison with PA Interstate Compact Office to transfer out-of-state youth
- Manage and assign workloads to staff consistent with department needs
- Provide orientation, coaching, mentoring, and professional development regarding departments' mission, values, policies and protocols
- Model evidence-based juvenile probation practices and coach skill development of staff to assess and interpret criminogenic risk/needs of juveniles, skill-building within juveniles, and participate in role play and practice sessions that assist staff in engagement practices and behavior change activities with juveniles
- Support and monitor staff with regard to quality case planning, by developing and reviewing case supervision plans and checklists, case consultation meetings, audit forms; providing direct observation and feedback; and monitoring staff performance with an emphasis upon increasing skills and competencies
- Direct and develop staff competencies in the effective use of rewards and sanctions, and role-modeling of pro-social behavior
- Model motivational interviewing (MI), as well as, assist in developing staff competencies in the use of motivation interviewing
- Coordinate officer training in evidence-based practices, Four Core Competencies curriculum, Youth Level of Service Case Management Inventory, Motivational Interviewing, case planning, Massachusetts Youth Screening Instrument Version 2, and Child Trauma Screen
- Schedule, deliver, and track booster and coaching sessions for the above-named activities
- Conduct courtroom observations, ensuring officers properly present testimony and provide feedback
- Conduct field monitoring, observing officer in the field, school, and home visits, ensuring officers are effectively supervising and provide feedback
- Ensure that activities that require annual re-certification are successfully completed by probation officers
- Provide training and remediation for probation officers who fall short of certification standards, placing officers who fail to meet established standards on improvement plans and recommend disciplinary action when those officers fail to still meet standards following remediation

- Ensure all juveniles adjudicated are photographed and fingerprinted
- Organize and complete maintenance schedule for County vehicles
- Assist with recruiting and onboarding new employees and administering office policies and procedures
- Complete and implement emergency on-call schedule, act as contact with communication center and manage emergency office calls when assigned officer is unavailable
- Perform all other functions designated by the Juvenile Act or by order of the Court pursuant thereto, or as directed by the Chief Juvenile Probation Officer and Administrator of Probation and Pretrial Services
- Perform other duties as assigned

SUPERVISORY RESPONSIBILITIES

The Juvenile Probation Officer Supervisor works closely with the Chief Juvenile Probation Officer, Administrator of Probation and Pretrial Services, Administrative Judge (s) and the Office of District Court Administrator to manage and lead all functions and operations within the Juvenile Probation Office. The supervisor will lead by example with integrity, professionalism, high moral and ethical standards and a commitment to fulfil the office's mission statement. Reports to the Chief Juvenile Probation Officer.

EXPECTED HOURS OF WORK

This is a full-time position, Monday through Friday with hours of 8:30 am – 5:00 pm. Evening and weekend hours as necessary to oversee the operations of the office. Helps direct all operations of the office 24 hours/7 days a week. Required to work outside of normal operational business hours.

WORKING CONDITIONS

Office environment with fieldwork. Potential for a high degree of emotional stress due to dealing with complex department activities and clients who are undergoing stress due to criminal and possible family issues.

TRAVEL

Travel is required to attend meetings and trainings.

QUALIFICATIONS

- Bachelor's Degree in criminal justice, social or behavioral science, public administration or related field
- Administration of Juvenile Justice, M. S. from Shippensburg University or similar Master's Degree preferred
- Minimum of four (4) years of experience in the area of probation and parole, preferably with juveniles
- Previous supervision and management experience preferred
- Maintain successful: Federal Bureau of Investigation (FBI) Criminal History Clearance, PA Child Abuse History, and MCCF clearances; JNET certification
- Ability to plan, direct, develop and manage personnel
- Demonstrated knowledge of casework principles and practices
- Demonstrated knowledge of PA's Juvenile Justice Systems Enhancement Strategy and evidence-based practices employed along with how to collect and analyze data to measure results locally
- Knowledge of Pennsylvania's JCMS, PAJCIS, and CPCMS case management systems
- Knowledge of current social, economic, and health issues facing juveniles and their families relating to crime and delinquency along with resources to assist them

- Required to carry a firearm and Taser and complete all required training
- Ability to proficiently utilize and navigate computer software programs, such as Microsoft Word, Excel, and PowerPoint
- Comply with the Code of Conduct for Employees of the Unified Judicial System and commitment to demonstrating conduct that inspires public confidence and trust in the Courts, preserves the integrity of the Court system, and reflects a commitment to serving the public

Application Instructions:

To apply, visit [Lycoming County Careers](#) or scan the QR code below:

Please follow the website instructions and submit your resume and cover letter as requested.



For further assistance, please contact County of Lycoming Recruiting at: 570-320-2100

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Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer

This Organization Participates in E-Verify

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