



LINN COUNTY JUVENILE DEPARTMENT

104 4th S.W., Old Armory Building, Room 200

P.O. Box 100, Albany, OR 97321

Phone: (541) 967-3853 Fax: (541) 967-4268



JOB ANNOUNCEMENT

CLASSIFICATION NO. & TITLE:

Assistant Juvenile Work Program Officer (Classification # 550) PART-TIME/TEMPORARY HELP, NON-UNION

CLASSIFICATION CATEGORY: JUDICIAL

This position is a part-time, temporary help position (no benefits) working up to 18 hours per week (including weekends) 7AM-5PM, within the Linn County Juvenile Department's Work Service Program.

ESSENTIAL FUNCTIONS OF THE JOB:

- Supervise non-adjudicated and adjudicated youth at community work sites.
- Provides mentorship and other interventions to non-adjudicated and adjudicated youths, ages 12 – 18 years, designed to reduce the risk of the youth's further involvement in the criminal justice system.
- Provide juvenile offenders with the necessary tools and safety equipment to perform assigned work.
- Demonstrate to each youth the correct methods for performing assigned tasks and instruct them in safety practices required to maintain a safe work environment.
- Safely operate, clean and maintain powered and non-powered tools to include chainsaws. Maintain clean workspaces, which include, but are not limited to; vehicles, trailers, storage facilities; worksites, and office spaces.
- Safely transport juveniles to and from project locations while operating a County vehicle with a utility trailer. Safely load and unload tools and equipment needed for each work crew assignment.
- Prevent the escape or injury of assigned juveniles by exercising sound judgment and verbal and physical control in compliance with policies and procedures.
- Handle emergency situations, disciplinary issues and crisis intervention including but not limited to physical restraint.
- Develops and maintains effective, harmonious, and reasonable working relationships with others.
- Utilizes a computer by accessing, retrieving, inputting, and sending information.
- Conduct daily searches of juveniles to provide a productive and secure environment.
- Maintains all required trainings and certifications. Complies with department and county policies and procedures.
- Maintain regular and predictable work attendance.

MINIMUM QUALIFICATIONS:

Must be a graduate from a senior high school; **AND** six months of professional/volunteer experience in a social service agency or an agency within the juvenile justice system *is preferred*; **OR** any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL REQUIREMENTS:

Must possess or obtain within 30 days of hire, a valid Class C Oregon Driver's License and an acceptable driving record. Unacceptable driving record will disqualify potential candidates. Must be 21 years of age or older upon date of hire. Successful candidates will be required to pass a pre-employment drug screen.

Employees are required to follow both State and Federal laws regarding the use of illegal substances.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Work is generally performed outdoors in all types of weather conditions supervising work crew activities and surveying future work projects. Limited work is performed indoors in an office environment. Work requirements include mobility and the ability to stand, sit, bend, stoop, see, talk and hear, reach, and manipulate objects, tools, or controls. Many duties are physically demanding requiring the movement of up to ninety (90) pounds and could entail restraining juveniles whose behavior is noncompliant or could lead to the escape, injury of self or others, or damage to property. Work assignments involve the safety and security of work crew activities, which can include the safety of the juvenile detention facility.

COMPENSATION: \$17.00 Hourly - This position is not entitled to benefits, however sick leave will accrue in accordance with Oregon's new Sick Leave Law at the rate of (1) hour sick leave per (30) hours worked.

CLOSING DATE: OPEN UNTIL FILLED

HOW TO APPLY:

1) Completed Linn County Employment Application Form, *and*

2) Completed PREA Questionnaire

Mail or Fax to; Linn County Juvenile Department, Attn: Robert Perkins, PO BOX 100, Albany, OR 97321. Phone: 541-967-3853, Fax: 541-967-4268.

Employment applications and the PREA Questionnaire may be obtained from the Juvenile Department web page at www.co.linn.or.us/juvenile/employment or may be obtained by visiting the Linn County Juvenile Department, 104 4th St. SW, Room # 200, Albany, OR 97321.