

New River Community Corrections & Pretrial Services

PROBATION OFFICER

Job Summary:

A Probation Officer provides supervision to clients placed on supervised probation post-trial. The responsibilities for this position include conducting risk assessments (M-OST/OST) on adult clients referred by local courts. Officers will then develop supervision and case plans based on the risk level and supervision level assigned to the client to monitor conditions as ordered by the Court. This must be done in accordance to established standards, policies, and procedures.

CLASSIFICATION: Non-Exempt; Full Time/ 40 Hours Per Week

PRIMARY DUTIES:

- Responsible for overall case management of assigned clients in compliance with all established local and state policies and procedures.
- Conducts intake interviews and record checks on all clients placed on probation.
- Opens cases, conducts risk assessments, develops case plans, and implements and monitors court ordered program components for misdemeanor and felony (deferred) clients.
- Responsible for placing clients at community service worksites according to guidelines, ensuring worksite supervision, verifying work performed and developing new work sites as needed.
- Documents each client's progress, or lack thereof, in completing program requirements and follows established local procedures for dealing with non-compliance violations and serious incidents.
- Verifies background information provided by clients, including residence, employment, and criminal histories.
- Refers clients to appropriate agencies for services as needed and monitors participation in the same.
- Conducts substance abuse tests and screenings on clients as needed.
- Supervises client's financial obligations as ordered by the Court while on supervision.
- Adapts, modifies practices and behaviors in order to incorporate EBP and best practices as implemented within the agency.
- May require residential visits with another officer to home of clients.
- Complies with applicable state and federal requirements for privacy, confidentiality, security, collection, storage and dissemination of criminal history, correctional status, substance abuse and medical history information.
- Maintains both paper and computer case files and record keeping systems according to DCJS requirements and local procedures.
- Prepares court reports and testifies in court proceedings regarding the status of clients, as required.

Initial: _____

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

An individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A Bachelor's degree in criminal justice, psychology, or related field is preferred. Experience in case management, counseling, or in a criminal justice agency is preferred, or a combination of education and experience may be considered. Must possess excellent computer skills and excellent oral/written communication skills.

OTHER QUALIFICATIONS:

Language skills-ability to read, analyze and interpret documents such as procedure manuals and court orders. The ability to write comprehensive reports and correspondence. Ability to speak effectively before groups of employees and organizations.

OTHER REQUIREMENTS:

Possession of a valid driver's license issued by the Commonwealth of Virginia. Satisfactory criminal background check required. Satisfactory completion of pre-employment drug and alcohol screen.

Must pass VCIN certification training and BASIC SKILLS within a specified period of time.

Required to work some evening and early morning hours when necessary to meet caseload requirements.

PHYSICAL DEMANDS:

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals' disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk and to hear. The employee frequently is required to reach with hands and arms. The employee is regularly required to sit and use hands and fingers to operate a computer keyboard, mouse, and telephone keyboard. The employee is required to stand and walk. May be required to lift up to 25 lbs.

WORK ENVIRONMENT:

Initial: _____

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WHILE PERFORMING THE DUTIES OF THIS JOB, THE EMPLOYEE IS EXPOSED TO HIGH STRESS SITUATIONS, INCLUDING ANTAGONISTIC INTERACTIONS WITH CLIENTS AND THEIR FAMILIES.

I have read, understand, and accept the duties, standards, and expectations of this position. I hereby affirm, in my good faith, compliance with all New River Community Corrections & Pretrial Services policies and procedures.

Employee

Date

Director

Date

Initial: _____

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