



WAYNE COUNTY JUVENILE PROBATION DEPARTMENT

**1st Floor Dimmick Building
925 COURT STREET
HONESDALE, PA 18431
(570) 253-5970 ext. 2332 - PHONE
(570) 251-8247 - FAX**

**Janine Edwards
President Judge**

**Sandy A. Fofi
Chief Juvenile Probation Officer**

The Wayne County Juvenile Probation Department is seeking to fill the position of Juvenile Probation Officer. Applicant's cover letter and resume are to be sent to the attention of Sandy A. Fofi, Chief Juvenile Probation Officer, Wayne County Juvenile Probation Department, 925 Court St, 1st Floor Dimmick Building, Honesdale, PA 18431.

Applications will be accepted until June 3, 2024

Juvenile Probation Officer Job Description

- ❖ Position is full-time (37.5 hr./wk.)
- ❖ Starting Salary \$41,822.33
- ❖ Benefit package and salary is covered by the Probation and Domestic Relations Officers Association
- ❖ The Wayne County Juvenile Probation Department operates under the direct supervision of the Wayne County Court of Common Pleas
- ❖ Position is partially grant-funded via Juvenile Court Judges Commission
- ❖ Duties are aligned with the basic principles of Pennsylvania's Juvenile Justice System Enhancements Strategy, are consistent with the requirements outlined by the PA Juvenile Act (Title 42 PA C.S Section 6301 et. Seq.), the Balanced and Restorative Justice Principles, along with the standards set forth by the Wayne County Court of Common Pleas and the Juvenile Court Judges' Commission
- ❖ Upon satisfactory completion of a one-year probationary period, the juvenile probation officer shall be sworn in by the President Judge

Position Requirements:

- ❖ Bachelor's Degree with a background of at least 18 credits in the behavioral or social sciences
- ❖ Act 33 Child Abuse Clearance and Act 34 Criminal Background Check Clearance
- ❖ Minimum of three years of experience in the Juvenile Justice or related human services field is preferred

- ❖ Excellent assessment, organization, communication, computer and writing skills
- ❖ Valid Driver's License
- ❖ Basic knowledge of Motivational Interviewing, evidence-based practices, along with prevention and intervention programs is preferred
- ❖ Knowledge of collateral human service agencies, schools and community-based resources is preferred
- ❖ Experience in group dynamics and the group facilitation process is preferred
- ❖ Must possess the ability to function independently, maintain good self-control under stress, be flexible in nature, and hold strong social skills when dealing with juvenile offenders, their families, and professional colleagues
- ❖ The following attributes are necessary: high moral standards and integrity (i.e. being able to keep information confidential) impartiality; good judgment; and decision-making skills
- ❖ Adequate physical and mental health to withstand rigorous activity under pressure
- ❖ Must be psychologically capable of exercising appropriate judgment and restraint in order to be certified to carry a firearm. If offered the position, you must participate in and pass a psychological evaluation prior to your start date.
- ❖ You must also meet the physical examination requirements to carry a firearm and pass a physical prior to your start date.
- ❖ Willingness to travel and perform job duties outside the hours of a regular work day 8:30 am to 4:30 pm
- ❖ Must successfully complete 40 hours of yearly training to include but not limited to: firearms qualification; defensive tactics; arrest procedures; along with training related to substance abuse; criminogenic behaviors; and mental health treatment

Position Responsibilities

- ❖ Conduct juvenile intake investigations
- ❖ Provide written reports and recommendations to the Court
- ❖ Ensure the Court's Orders are followed
- ❖ Provide courtroom testimony
- ❖ Submit referrals to community based and residential based placements
- ❖ Conduct person and field searches
- ❖ Perform office and field supervision in such places as juvenile offender's home, school, and community (i.e. employment, treatment facility)
- ❖ Conduct urinalysis testing
- ❖ Maintain collateral contacts through telephone and/or in person (i.e. juvenile offender's family members, employer, education providers, residential placements, children and youth, mental health, drug and alcohol services, along with any additional social service agency involved) on a consistent basis
- ❖ Attend interagency meetings
- ❖ Transport juvenile offenders to and from detention centers and placement facilities during and after business hours when deemed necessary
- ❖ Work a rotating on-call schedule
- ❖ Additional duties are consistent with requirements outlined by the PA Juvenile Act (Title 42 PA C.S Section 6301 et. Seq.), Balanced and Restorative Justice and standards set forth by the Wayne County Court of Common Pleas and the Juvenile Court Judges' Commission