**Montgomery County Probation Department**

**Montgomery County Probation-Juvenile Redeploy Illinois Grant**

**Job Description**

**JOB TITLE:** Juvenile Justice Specialist

**DEPARTMENT:** Montgomery County Probation-Montgomery County Health Department

*Juvenile Redeploy Illinois Grant*

**RESPONSIBLE TO:** Fourth Judicial Circuit Juvenile Redeploy Illinois Grant Coordinator

And Montgomery County Probation Department Chief Managing Officer

**Job Duties:** The Juvenile Justice Specialist is responsible for overall care of pre- and post-adjudicated youth released into the community as an alternative to the Department of Juvenile Justice. The Juvenile Justice Specialist is responsible for ensuring that each youth’s success plan is implemented with the appropriate service referrals for needs identified through the assessment process. The Juvenile Justice Specialist is responsible for maintaining regular communication with service providers to gather information around compliance and needs. The Juvenile Justice Specialist is responsible for building trust and rapport with the youth/family and preserving the integrity of the family unit. The Juvenile Justice Specialist is responsible for communicating with the youth/family to ensure the services in place are appropriate and helping them meet their family needs. The Juvenile Justice Specialist will be responsible for writing and reporting Status Reports to the court. The Juvenile Justice Specialist is responsible for entering information into the data collection system.

**SPECIFIC DUTIES:**

* Completes a YASI 2.0 Needs Assessment, utilizing Motivational Interviewing Skills;
* Determines youth and family/guardian eligibility for Juvenile Redeploy services and programs;
* Ensures an Admission Consent /Release for Disclosure is completed and signed by the youth and their family/guardian;
* Completes a Needs Assessment Summary;
* Submits Needs Assessment Summary to the Juvenile Probation Officer and/or the Court, when appropriate;
* Develops a Family Success Plan with the Juvenile Redeploy youth and their family/guardians and update the Success Plan, as necessary;
* Prioritizes needs of services;
* Refers to appropriate services and/or programs, according to YASI 2.0 Needs Assessment and provide case management duties;
* Maintains Confidentiality of the youth and their family/guardian;
* Complies with 325 ILCS 5/4 as a Mandated Reporter;
* Utilize community partners expertise and skill sets for appropriate coordination of care;
* Have knowledge of community resources and referral processes;
* Establish/maintain relationships with community partners;
* Attends relevant staffings for youth;
* Maintain regular communication with youth/family and service providers;
* Attends WRAP Meetings as necessary;
* Maintains enrollment of youth in Advent FS and Life Skills;
* Provide crisis management for emergency situations;
* Attend court hearings when requested by the Court;
* Maintains regular communication with youth, family, service providers, JPO, and the Court when appropriate;
* Provide timely/written summaries of progress and compliance to the court and/or referring agencies;
* Implement community-based level of intervention systems (incentives and consequences);
* Provide crisis management for emergency situations;
* Determines youth discharge from program;
* Maintains Internal Program/Services supplies i.e., change journals;
* Follow-up with youth and family at 3, 6, 9 and 12 months post discharge to determine status of youth;
* Attend Monthly JRI Provider Calls;
* Attends Quarterly Circuit Provider Calls;
* Attends JPO Meetings;
* Follows the Policy and Procedure of the Juvenile Redeploy Program and Family Focused Pilot Program;
* Maintain appropriate paperwork and client files;
* Collect and Maintain data collection for the Juvenile Redeploy Illinois Grant;
* Conduct self in a professional manner at all times and abide by the Code of Professional Conduct;
* Other duties as may be assigned.

**MINIMUM QUALIFICATIONS:** This position requires a Bachelor’s Degree in a human service related field, experience providing direct services to at-risk youth and families, preferred, but not required. Must have strong verbal and written communication skills. Must pass a background check.

**GENERAL EMPLOYMENT QUALIFICATIONS:** In addition to the minimum educational requirements, successful applicant will have demonstrated ability in the following:

* Oral/Written Communication Skills;
* Planning and Organizing;
* Ability to perform each essential duty satisfactorily; and
* Comply with the Code of Professional Conduct for the Fourth Judicial Circuit.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

**KNOWLEDGE, SKILLS AND ABILITIES**

* Knowledge of issues related to criminal justice, community mental health, case

management and community resources;

* Ability to utilize a computer and software, such as Microsoft Office, to include but not limited to Outlook, Word, Excel, Zoom, Internet Explorer, etc.;
* Ability to communicate effectively orally and in writing;
* Ability to follow oral and written instructions;
* Detail-oriented and goal-oriented;
* Ability to maintain complex records;
* Ability to establish and maintain effective relationships with co-workers, the judiciary,

court administration, and other agencies; and

* Possess valid driver’s license and show proof of automobile insurance.

**CORE COMPETENCIES**

* Maintain professional, “champion” behavior;
* Provides services with a commitment to service excellence;
* Works in a way that exhibits a commitment to personal excellence;
* Team oriented and values diversity;
* Collaborative relationships;
* Conflict resolution;
* Creative and strategic thinking;
* Decision making/problem solving;
* Empowers others;
* Flexible thinking;
* Organizational and time management; and
* Teamwork.

**NOTICE TO APPLICANTS:** Applicants will be subject to a criminal history background check before an offer of employment is made.

**STARTING DATE:** To Be Determined

**STARTING SALARY:** $50,000

**APPLICATION DEADLINE:** July 5, 2024

**APPLICATION PROCESS:** Letters of application and resumes should be sent to:

Banee’ A. Ulrici, Chief Managing Officer

Montgomery County Probation Department

120 N. Main

Hillsboro, IL 62049