

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Senior Juvenile Corrections Agent

Class Code: 50223
Pay Grade: GJ

A. Purpose:

Manages a caseload of juvenile offenders placed in department supervision; conducts offender intake, assessment, and classification actions, develops offender placement plans; plans and implements offender programming and pre-release programming; serves as a field training specialist by developing and providing Non-Violent Crisis Intervention, Risk and Needs Assessment, or Evidence Based Practice training; and provides offender aftercare supervision to provide for public safety and juvenile rehabilitation.

B. Distinguishing Feature:

The Juvenile Corrections Agent makes classification and placement recommendations and provides on-going case management and aftercare planning for juvenile offenders.

The Senior Juvenile Corrections Agent maintains a caseload of juvenile offenders and provides field training in the areas of Non-Violent Crisis Intervention, Risk and Needs Assessment, or Evidence Based Practices.

The Juvenile Corrections Agent Supervisor supervises Juvenile Corrections Agents and directs activities over an assigned geographic region.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Conducts intake, assessment, and classification actions on assigned cases to ensure juveniles are properly classified and placed.
 - a. Conducts intake interviews with juvenile offender and parents or guardians.
 - b. Gathers information from court services officers, schools, law enforcement agencies, and other involved parties or agencies.
 - c. Conducts juvenile assessments.
 - d. Identifies special needs or determines if further clinical assessment is needed.
 - e. Makes placement recommendations.
 - f. Develops case service plans.
2. Conducts on-going case management duties to follow the juvenile's progress while in the placement facility.
 - a. Reviews monthly progress reports.
 - b. Maintains periodic contact with juvenile and family.
 - c. Participates in quarterly staffings.
3. Develops and carries out aftercare supervision to assist juveniles returning to their communities.
 - a. Develops aftercare plans and agreements outlining the conditions of aftercare.
 - b. Monitors juveniles to ensure aftercare conditions are being followed.
 - c. Makes arrangements for aftercare services.
 - d. Modifies aftercare plans and responds to infractions or problems.

- e. Initiates revocation proceedings when severe violations or infractions occur.
- 4. Provides field training in the areas of Non-Violent Crisis Intervention, Risk and Needs Assessment, or Evidence Based Practices training courses to ensure staff compliance with department and division training requirements.
 - a. Attends related training to stay abreast of trends, issues, and topics.
 - b. Completes required training to meet and maintain certification.
 - c. Reviews written training plans and makes necessary adjustments.
 - d. Maintains records and provides reports to document training activities.
 - e. Applies agency policies and operations memoranda to training development and instruction.
 - f. Performs quality control audits to ensure fidelity to training and assessment tools.
- 5. May provide assistance with staff supervision and division operations by conducting probable cause hearings, assisting with personnel selection and performance appraisals, and by suggesting fiscal, policy, and division image improvements.
- 6. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Juvenile Corrections Agent Supervisor. Typically does not supervise, however the Senior Juvenile Corrections Agent will assist with personnel selection and train new Juvenile Corrections Agents.

E. Challenges and Problems:

Challenged to maintain public safety through appropriate placement and supervision of juveniles and to arrange needed services for juveniles while dealing with scarce resources. Further challenged to design, develop, and present field training courses and materials that prepare staff for effective management of juvenile offenders.

Typical problems resolved by the incumbent include dealing with uncooperative juveniles or parents, arranging appropriate aftercare services, dealing with revocation issues, and making temporary custody arrangements.

F. Decision-making Authority:

Decisions made include what information is needed to complete intake, assessment, and classification actions; recommendations for placement in state facilities and private facilities; what assessment tools to use; content of case service plans and aftercare plans; when to request revocation proceedings, when to request pick up and detention orders, developing field training curriculum, determining training needs of staff, and when to recommend transport to state facilities pending revocation.

Decisions referred include approval of placements, approval to revoke aftercare in contested cases, training site funding requests, supplemental training needs of staff, and approval of staff training plans.

G. Contact with Others:

Daily contact with juvenile offenders, parents or guardians, placement resources, and other involved individuals to gather data and discuss cases; and weekly contact with detention centers, court personnel, law enforcement for aftercare revocation and temporary custody purposes, community resources, and school personnel.

H. Working Conditions:

Typical office environment. Incumbent has contact with juvenile offenders who can be aggressive and hostile. Travel at times to and from field training sites may be difficult due to changing weather conditions.

I. Knowledge, Skills and Abilities:

Knowledge of:

- principles, methods, and procedures to facilitate an acceptable reintegration and/or continued adjustment of juvenile offenders within their environment;
- juvenile behavior and interpersonal relationships;
- terminology and concepts of juvenile aftercare;
- legal terminology and procedures;
- individual counseling techniques;
- Evidence Based Principles, Motivational Interviewing, and Risk & Needs Assessments;
- cognitive behavioral therapy;
- field training topics and processes;
- probable cause hearings.

Ability to:

- communicate information clearly and concisely;
- plan, organize, schedule, supervise and evaluate the work of juveniles;
- interact with adjudicated juveniles and with others in order to establish and maintain effective professional working relationships with them;
- maintain composure under stressful conditions;
- maintain impartiality in dealing with juveniles and others;
- provide training and work direction to others;
- conduct probable cause hearings;
- interpret and apply policy and agency operations memoranda to training instruction.