

Job Posting

Johnson County Government

DEPARTMENT: Johnson County Community Corrections
POSITION: Juvenile Field Officer
STATUS: Full-time
WORK SCHEDULE: Flexible varied schedule
FLSA STATUS: Non-Exempt
SALARY: \$31,061.04 annually
DEADLINE: 4:00 p.m., November 28, 2016
SUBMIT TO: Johnson County Community Corrections
1121 Hospital Road
Franklin, Indiana 46131
Attn: Lori Meyers
Or: lmeyers@jccc.co.johnson.in.us

Qualifications:

- High School Diploma or GED. Bachelor's degree preferred from an accredited college or university in Criminal Justice or Social Science and/or equivalent combination of education or work experience in related fields.
- Have completed or is able to successfully complete training required to achieve Special Deputy status through Johnson County Sheriff's Department. Current active reserve status preferred.
- Ability to maintain strict confidentiality of all client records and information.
- Must have a valid driver's license and demonstrate a safe driving record; travel throughout Johnson County to conduct searches and verify offender movement.
- Will be required to submit and pass a urine drug screen and a criminal background check.
- Ability to work a flexible schedule which includes evenings and weekends.
- Possess a general knowledge of the juvenile justice system.
- Possess a general knowledge of youth service providers of Johnson County.
- A desire to work with youthful offenders.

Goals & Objectives:

- To mentor at-risk youth through positive role modeling & accountability.
- To mentor at risk youth to seek and maintain employment.
- To foster positive relationships with other juvenile justice agencies & community partners.

Responsibilities:

- To monitor and track youthful offenders, while at home, school, work or court ordered programming.
- To carry a corrections issued cell phone, and respond to juvenile Bi alerts, on a 24 hours basis.
- To conduct sign-ups for new offenders going on Compliance Monitoring, Electronic Monitoring and/or SHOCAP programs.
- To conduct weekly check- ins with offenders to approve and verify movement.
- To respond to phone inquiries and offender schedule changes.
- To document any and all contact with juvenile corrections participants in QUEST immediately following its occurrence.
- To complete required paperwork, for offenders who violate, escape, or commit a new offense.
- To perform spot visits of court ordered programs.
- To attend weekly Child Service Planning meetings.
- To comply with all Johnson County Sheriffs, Reserve Deputy, training requirements.
- To be available for Juvenile Detention transports.
- To provide security to Juvenile Court.
- To assist the Juvenile Probation Department when conducting home visits.