

## **JOB DESCRIPTION**

- TITLE:** **PROBATION CASE AIDE  
COMMUNITY SUPERVISION & INTAKE / INVESTIGATION UNITS  
PROBATION SERVICES**
- JOB SUMMARY:** Assist a Probation Officer in monitoring juvenile offenders and making sure they are in compliance with their court orders.
- JOB DUTIES:** Provide good, positive role-modeling as well as looking and acting professionally as a representative of the Juvenile Court.  
Maintain contact with youth, parents and/or outside agencies, schools via telephone or in person and report back to the Probation Officer.  
Keep accurate and appropriate written documentation.  
Assist the Probation Officer in monitoring the case plan.  
Perform other duties as assigned by the Probation Officer.  
Work directly with the assigned Probation Officer.  
Keep the Probation Officer informed of all contacts and activities with the youth, family, school, and other community agencies.  
File documents in case files.
- TRAINING,  
EDUCATION  
EXPERIENCE:** Some knowledge of the Juvenile Justice System.  
Must possess competent oral and written communication skills.  
Able to work with difficult, troubled youth from various socioeconomic and culture backgrounds.  
Attendance at a half-day Cultural Diversity Training required.
- PERSONAL  
TRAITS:** Care and concern for youth.  
Mature, responsible person, able to handle stress.  
Able to maintain confidentiality and present a professional appearance.  
Ability to work independently when instructed to do so by the Probation Officer.  
Good communication and writing skills.  
Ability to maintain clear and organized information.
- REQUIREMENTS:** Must be 21 years of age or older.  
Must have a valid driver's license.  
Must have a good driving record and a valid insurance card.  
Must submit to a background check.
- JOB  
RELATIONSHIPS:** Supervised by a Probation Officer.  
Responsible to the Volunteer Services Manager.
- TIME  
COMMITMENT:** A minimum of 10-12 hours a week to be arranged weekdays between 8:00 a.m. and 5:00 p.m., for a minimum of six months or 20-40 hours a week for three to four months.