



Kittitas County, WA  
Employment Opportunity

## FIELD & CUSTODY COUNSELOR

<b>Salary</b>	\$5,627 - \$6,138 per month	<b>Location</b>	Ellensburg, WA
<b>Job Type</b>	Full-Time	<b>Benefits Status</b>	Benefits-Eligible
<b>Department</b>	Juvenile Court Services	<b>FLSA Status</b>	Non-Exempt
<b>Opening Date</b>	4/02/2024	<b>Closing Date</b>	Open until filled, first review on 4/23/2024

### Description

The Kittitas County Juvenile Court Services Office is currently seeking qualified candidates for the position of Field & Custody Counselor. The Field & Custody Counselor is responsible for the coordination, supervision, and monitoring of youth placed in secure detention or detention alternative programs including Electronic Home Monitoring (EHM) and home detention, as well as community service. Anyone who meets the qualifications stated in the job description is encouraged to apply.

### Essential Functions

**Provide custody for juvenile justice involved youth ordered held by the court in the Juvenile Court office or environs.**

- Perform frisk/pat search of youth ordered into custody.
- Place youth in physical restraints when ordered into custody by the court or when a cooperative youth is present and subject to an arrest warrant or immediate detainment by court order.
- Maintain safe and secure custody of youth pending release to transportation authority.
- Review all police reports, statements, and social information relevant to youth in custody to evaluate need for custody measures.
- Develop rapport with in-custody youth to obtain intake information and maintain order in the office.
- Supervise visitations with in-custody youth and parents or approved others.
- Remove property and record its disbursement from youth in custody.
- Advise juveniles and families of steps in the detainment process to alleviate anxiety and quell anger.
- Observe and record in custody youth's behavior while under supervision, conduct crisis interventions when necessary to maintain appropriate behavior in the office and court.
- Advise probation counselors of in custody youths' behavior and concerns discovered through interaction with youth.
- Testify at court hearings or relay to their JPC information regarding behavior of youth while in custody.
- Coordinate with law enforcement agencies to ensure security at the juvenile court office while youth are in custody.
- Coordinate transportation to and from court for scheduled court hearings.
- Escort youth to and from court when they are in custody.
- Escort or assist youth to and from transportation vehicles for custody issues.
- Record custody, transportation, and detention events to database.
- Observe, record, research, and advise JCA regarding custody planning issues.



- Respond to the office to assume custody of youth when on scheduled flex time pending court hearings or transportation.
- Prepare recommendations regarding use of restraints in the courtroom.
- Facilitate custody arrangements and coordinate security arrangements for Juvenile Court hearings and youth in custody of the Juvenile Court Services department.

**Perform primary responsibilities for security issues within Juvenile Court Services office and assist Security for the Juvenile Court while in session.**

- Listen to the nature of interactions of youth and parents when becoming aggressive or volatile or identified as a security concern.
- Respond to juvenile staff request for security assistance.
- Advise Courthouse Security Officers of security situations.
- Record security events through use of Security Incident Reports and log daily activities.
- Make observations of security while attending court hearings with youth in custody.
- Report security concerns to supervisor and Courthouse Security personnel as directed.
- Seek, attend, and share training in custody and security issues with other Juvenile staff. Conduct monthly training opportunities for staff regarding safety and security.
- Maintain communication on security issues with juvenile staff, Courthouse Security personnel and law enforcement.

**Coordinate, supervise, and monitor youth placed in secure detention and detention alternative programs. Provide intensive community monitoring for justice involved youth.**

- Review all police reports, statements, and social information relevant to the case to evaluate the appropriateness of using Home Detention and EHM programs.
- Interview youth and family members to develop an understanding of the family's home dynamics, then assess youth's and family's likelihood to comply with the requirements of Home Detention and EHM.
- Advise juveniles and families of program requirements; establish behavioral contracts, which hold youth accountable, and protect our community while developing individuals' competencies.
- Develop, explain, monitor, and enforce requirements for those cases accepted to structured alternative accountability programs.
- Resolve conflicts or concerns, which might interfere with compliance by probationers.
- Observe and record probationer's behavior while under supervision and conduct crisis interventions when necessary to maintain appropriate behavior at home or in the community.
- Advise probation counselors of probationers' behavior and activities and report all violations of court orders.
- Testify at court hearings regarding observations and specific information gathered about the respondent's activities.
- Serve as primary point of contact for detention and detention alternative programs.
- Transport youth as needed to participate in court ordered obligations.
- Maintain a daily log of activity and all contacts with probationers and collateral resources.
- Maintain accurate records of detention and detention alternative placements and Intensive Supervision support efforts.

**Coordinate, monitor, and supervise court and community-based programs**

- In coordination with primary assigned probation counselor, interview all youth assigned community restitution to determine appropriate community restitution assignment based on youth's needs, age, skills, offense, and available sites.
- Coordinate assignment scheduling with youth and site supervisor.
- Inform youth of community restitution guidelines and behavioral expectations.
- Supervise and monitor youth placement and reporting programs.



- Monitor youth's performance at the work site and collect timesheets with appropriate signatures for work completed.
- Record all activities of youth going through community restitution program and resolve any conflicts that may arise.
- Advise youth who are willfully out of compliance of necessary steps to correct issues to become compliant as well as possible consequences.
- Actively maintain current community restitution sites and develop additional sites.
- Develop, schedule, and supervise work crew/reporting projects.
- Transport and supervise youth who are completing community restitution obligations at various sites and document compliance/non-compliance.
- Develop and facilitate group and individual skills-based learning and educational opportunities for youth and families.
- Provide evidenced-based and promising programs to eligible youth. Maintain training and certification requirements of evidenced-based and promising programs offered by the court.
- Refer youth and/or families to appropriate community resources (counseling, education, employment, etc.).

#### **Supervise a caseload consisting of justice involved youth.**

- Interview juveniles and their families to collect information about their behavior and activities at home, school, and in the community using Motivational Interviewing for CMAP.
- Complete prescreen, full assessments and follow up CMAP Risk Assessments through certified interviewing techniques and computer application of the tool.
- Implement CMAP based treatment plans addressing specific identified criminogenic factors, which assist in the completion of court orders and reduce likelihood of new offenses.
- Explain probation requirements, court orders, and consequences of non-compliance to youth and their families.
- Apply Motivational Interviewing including Change Cycle based intervention during Community Supervision.
- Assist parents and schools with understanding effective use of ARY, CHINS, and Truancy Petitions and review petitions prior to filing.
- Attend meetings with community agencies to monitor probationers' progress and develop appropriate/meaningful interventions.
- Inform Prosecutor, in writing, of violations of the Court's orders or probation requirements.
- Testify as to specific areas of non-compliance at court hearings.
- Collect and process fingerprints, urine and DNA samples from court ordered youth.
- Provide case management and supervision for overflow or conflict cases for Diversion, ARY, CHINS, Truancy, and Offender youth.

#### **Provide 24-hour detention screening and transportation and security coordination.**

- Respond to requests from law enforcement for intake screening on a 24-hour basis.
- Review police reports/information, detention criteria, and any other pertinent information and determine appropriate intake action (crisis intervention, temporary hold, detention, release to parents).
- Coordinate with law enforcement agencies to ensure detention criteria are met when legal process exists to take youth into custody.
- Respond to requests for crisis intervention from families or other agencies regarding juvenile offenders on a 24-hour basis. Assist the arrest of youth on Community Supervision if observed violating statutes or court orders.
- Facilitate custody arrangements and coordinate security arrangements for Juvenile Court hearings and youth in the custody of the Juvenile Court Services department.
- Advise juveniles and families of juvenile court process and possible outcomes for specific offenses.

### **Minimum Qualifications**

- Bachelor of Science degree in criminal justice or closely related field.



- At least one (1) year of experience working with adolescents in a security, custody, counseling, detention, or related environment.
- Additional education and/or experience may be considered in lieu of some minimum qualifications at the discretion of the Juvenile Court Administrator.
- Statutorily mandated successful completion of State academy within first six (6) months of employment.
- Successful completion of Defensive Tactics course within first six (6) months of employment and participation in regular updates.
- Valid Washington State driver's license.
- A criminal history and background check will be performed, to include fingerprinting, on qualified applicants. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

### **Required Knowledge, Skills, and Abilities**

- Must have excellent communication skills (written, verbal, and non-verbal) in order to comprehend and follow verbal/written instructions, explain regulations, policies, and procedures to a diverse population, conduct crisis intervention, and prepare written reports.
- Proficient computer skills, including Microsoft Office Suite, and possess the ability to learn programs specific to the department and/or County quickly.
- Ability to pass Physical Agility Test prior to academy.
- Ability to perform custody and security functions of position, including the physical restraint of combative youth.
- Ability to maintain composure and exercise good judgment and critical thinking skills in the midst of difficult situations.
- Maintain high level of confidentiality and discretion regarding work-related matters.
- Annual background check if employed will be performed in accordance with contracting requirements with DCYF.

### **Preferred Qualifications**

- Bilingual skills (English/Spanish).
- Knowledge of Washington State Juvenile Justice system.
- Successful completion of Juvenile Security Workers Academy prior to employment.
- Knowledge of and experience with custody issues for youth.
- Knowledge of applicable Washington State RCWs and WACs.

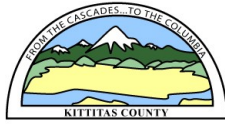
### **Benefits**

Kittitas County offers comprehensive healthcare, retirement, and leave benefits to eligible employees. To learn more about the County's benefits, visit the Benefits page on the Kittitas County website:

<https://www.co.kittitas.wa.us/hr/benefits.aspx>

### **Working Conditions**

The person in this position will be required to work in a variety of environments, including but not limited to an office, court, and in the community. Must be physically capable of ensuring custody and security in the Courtroom and office environment, including the ability to physically restrain combative individuals and utilize proper handcuffing techniques. Exposure to angry or emotional youth and/or families will occur, which may be expressed verbally and/or physically. Ability to use standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate clearly in person or over the telephone; strength to lift, pull, push and/or carry up to 50 pounds (possibly more with assistance); capable of bending, reaching, grasping, squatting, climbing stairs, sitting and standing for prolonged periods of time to complete the essential functions of this job.



Some travel required is required; must be able to safely operate a motor vehicle in all weather conditions and levels of daylight.

Work is typically performed during the business hours of 8:00AM-5:00 PM and 9:00AM-6:00PM; however, evening, weekend, and on-call work will be required based on custody and program needs. Weekend and evening hours will be required to supervise detention alternative programs, community restitution projects, and conduct home visits. Regular and reliable attendance, punctuality, and participation in on-call responsibilities are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## APPLICATION PROCESS

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Applicants must apply online using the electronic recruitment portal. As part of the online application process, the following items must be uploaded in PDF format:

1. Resume
2. Letter of interest for this position
3. Three (3) professional references and three (3) personal references
4. Supplemental exam answers

### Supplemental Exam Questions

1. Are you bilingual/bi-literate (Spanish)? Please describe your ability to read, write, and speak the Spanish language.
2. Describe your experience and training that uniquely qualifies you for the position of Juvenile Probation Field and Custody Counselor. Be sure to include any judicial system related experience and/or training.
3. This position is responsible for coordinating and supervising community service placement opportunities for youth and a significant amount of time is spent in the community, supervising youth, connecting with community partners, and conducting home visits. Please describe your experience establishing and cultivating community partnerships. Please describe your experience supervising youth in the community.
4. This position is responsible for providing custody care for youth ordered into custody pending transportation to an approved detention facility, juvenile court office security, and juvenile court custody and security when the juvenile court is in session. Please describe your experience and training in custody and security, be sure to include any training in defensive tactics, de-escalation, and use of force.