



## **POSITION DESCRIPTION**

**DEPARTMENT:** 20th Judicial District Juvenile Services

**POSITION TITLE:** Barton County JIAS On-Call Worker (Non Law Enforcement)

**REPORTING RELATIONSHIP:** Juvenile Services Director (This is a non-supervisory position)

**POSITION NOTES:** This is a contract position for on-call duty. On-call hours for the Barton County JIAS On-Call Worker are assigned on a daily basis Monday through Thursday from 5:00 p.m. to 6:00 a.m. Weekend shifts begin at 5:00 p.m. Friday and run through Monday morning at 6:00 a.m. The hours of 6:00 a.m. – 5:00 p.m., Monday through Friday are not considered on-call hours unless requested by the JIAS coordinator or the Director of Juvenile Services. Successful applicant must reside within Barton County. This is a temporary grant position based on funding obtained each fiscal year.

**POSITION SUMMARY:** After completing state required training the JIAS On-Call Worker will become part of the on-call rotation. The general hours that a worker is on-call will be outside the regular weekday, day-time hours.

When the worker is called, he/she must possess the ability to travel to various homes and localities to work with families and law enforcement in deciding temporary placement for youth. The successful candidate will possess strong conflict resolution skills. The worker must possess the ability to recognize specific needs and refer the youth and their family to area resources. The worker must possess the ability to administer a test instrument and a screening form via computer. The information gathered from the screening is utilized by the worker when making placement decisions and decisions regarding referrals for the youth and family.

### **ESSENTIAL FUNCTIONS:**

1. The JIAS On-call Worker must have good verbal communication and listening skills. Through these communication skills, the JIAS On-Call Worker must be able to control and defuse potential problem situations.
2. A JIAS On-Call Worker must have sound counseling and problem solving skills. They must be able to create better solutions for families' problems by listening to their doubts, fears, failures, goals, and accomplishments.
3. In certain situations the JIAS On-Call Worker must have the ability to operate mobile radio and telephone equipment.
4. The JIAS On-Call Worker must be able to use Microsoft word processing software to write clear and concise reports, records, and referrals.
5. The JIAS On-Call Worker must be able to perform field visits. They should have the ability to drive a department vehicle within the prescribed area to the location they are responding to within a reasonable amount of time.
6. The JIAS On-Call Worker must have a good working relationship with all departments in the criminal justice and social service system (i.e. law enforcement offices, court services, Department for Children and Families, prosecuting attorney, detention facilities, health and mental health departments, etc.)



7. The JIAS On-Call Worker must have the ability to build rapport with judges, attorneys, and individuals of the court. They must be able to testify and work with the judges and attorneys to keep them informed of case developments. However, the JIAS on-call worker will not make recommendations as to prosecution of juvenile offenders or the filing of petitions for children in need of care.
8. The JIAS On-Call Worker must be able to develop a written agreement between family members and agencies.
9. The JIAS On-Call Worker will make themselves aware of and agree to follow all the policies and procedures of the Juvenile Intake and Assessment Program. Furthermore, the JIAS On-Call Worker must follow all policies and procedures adopted by Community Corrections and Court Services as they relate to the position.
10. The JIAS On-Call Worker must establish a good working relationship with treatment and resource providers. This may be done via telephone and personal contacts.

**POSITION REQUIREMENTS:** A Bachelor's Degree is preferred but experience in Human Services or a related field will be considered. Applicant must be 21 years of age or older and pass a KBI Criminal and Child Abuse Registry Check, and provide a clean drug screen test. The experienced candidate should have working knowledge of various computer applications. The successful applicant will have good written and verbal communications skills. This position requires the successful applicant to have a valid Kansas Driver's license with no excessive ticket history. The successful candidate must reside within Barton County.

This position requires that the successful applicant have:

- 1) The ability to express him/herself, clearly and concisely, both in verbal and written form;
- 2) The ability to listen effectively and comprehend what others are saying;
- 3) The ability to defuse and control potential problem situations with the clients;
- 4) The ability to make independent decisions in accordance with established policies and procedures;
- 5) The ability to perform mathematical calculations accurately;
- 6) The ability to operate a computer;
- 7) The ability to maintain complex records, files, and reports.

**WORKING CONDITIONS:** Juvenile Services provides use of agency vehicles for home-visits and responding to law enforcement requests. When doing home-visits and responding to law enforcement requests the JIAS On-Call Worker will be exposed to all types of environmental conditions including those not handicap accessible.