

City Court of Houma

8046 Main Street
Houma, LA 70360

Vacancy Announcement

Juvenile Probation Officer

See Attached Job Description

\$21.00 per hour

Closing Date: Until Filled

If interested in this vacancy, apply at:

City Court of Houma

8046 Main Street
Houma, LA 70360

OR

Email Application & Resume to: dholloway@tpcg.org

All interested employees should submit a letter of interest and updated application or resume to City Court of Houma and their department head.

**Terrebonne Parish Consolidated Government
is an Equal Opportunity Employer**



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Juvenile Probation Officer
DEPARTMENT.....:	City Court of Houma
DIVISION.....:	Juvenile
CLASSIFICATION/GRADE.....:	
REVISED.....:	10/2020
REPORTS TO.....:	Social Services Director
REVIEWED.....:	10/2020
WAGES.....:	Non-Exempt (Hourly)

SUMMARY:

This position works directly with youth who have been placed in the Juvenile Intensive Supervision Program (JISP). The probation officer will be responsible for monitoring the juveniles assigned to him at their home, school, and community. The probation officer will also do monthly status checks at local schools with juveniles on bench probation.

BASIC FUNCTION:

1. Provides juveniles and their families with an understanding of court expectations.
2. Report to Judge, in the form of an affidavit, any supervised juvenile that is violating probation.
3. Maintain case records and updates files with monthly progress reports as required by Social Services Director.
4. Testify in court hearings.
5. Work closely with Terrebonne Parish School District to monitor behavior, attendance, and academic performance of juveniles on probation.
6. Conduct monthly status checks at assigned schools with youth that are adjudicated.
7. Work closely with social service agencies in the community to ensure any court ordered services are provided.

OTHER REQUIREMENTS:

1. Possession of a valid Louisiana driver's license and good driving record.
2. Must be willing to work nights and weekends and be on call.
3. Must have good oral and written communication skills, have a good familiarization with Microsoft Office Word and Excel, and be able to type proficiently.
4. Must be self-motivated and possess exceptional coping skills.
5. Must be a resident of Terrebonne Parish and have good knowledge of all communities within the parish.
6. Must carry required automobile liability insurance as set by the Terrebonne Parish Consolidated Government's Risk Management Department.

EDUCATION/EXPERIENCE:

1. A baccalaureate degree in social services/criminal justice field.
2. A minimum of three years experience in working with youth in a related field.