

Job Title: Problem-Solving Court Probation Officer Grade 10-14 -- NE
Location:

Major Duties:

A Problem-Solving Court Probation Officer serving under the authority of the Problem-Solving Court Coordinator is responsible for the supervision of problem-solving court participants. The person in this position is required to follow the rules and regulations of the Probation System, as well as the rules and regulations of the problem-solving court. Work involves supervision and case management for problem-solving court offenders. The person in this position is responsible for the day-to-day activities of these offenders in the community and will need to communicate with providers and stakeholders within the community.

Due to the nature of work, this position requires flexible scheduling and non-traditional working hours. This position possesses the same statutory responsibilities and authority as a senior probation officer.

The position allows for independent decision-making, however, requires the development of additional knowledge and training.

Examples of Work Performed: (A person in this position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Coordinates the treatment process of the offenders which may include, but not be limited to, attending treatment groups and communicating with providers under the guidelines of the Standardized Model.

Matches problem-solving court participants' needs to the appropriate treatment modality or service, i.e., substance abuse, mental health, medical, housing, employment, and educational services, etc.

Establishes an appropriate case plan which will incorporate criminogenic factors.

Conducts and prepares reports in accordance with System standards.

Participates in specialized training that addresses supervising specialized offenders.

Creates partnerships with identified community stakeholders.

Evaluates data based on best practices and evidence-based standards.

Creates a comprehensive network of community-wide resources.

Visits other programs and engages providers.

Problem-Solving Court Probation Officer (cont.):

Involves the offender in the early stages of behavioral changes through targeted treatment.

Available for speaking and training engagements within the community and the Nebraska Probation System.

Facilitates groups which may include, but not be limited to, cognitive restructuring, cognitive skill building, life skills enhancement, and general education of offenders.

Familiar with the supervision of offenders as outlined in the Nebraska Probation System Policies and Procedures Manual and be capable of providing appropriate supervision of assigned cases through formal training, review of case files, and observation of other officers.

Completes investigations as may be required by law or directed by a court in which he/she is serving.

Supervises participants in accordance with the rules and regulations of the problem-solving court and in compliance with state and district Probation policies and procedures.

Advises the problem-solving court team of Probation violations of the conditions of problem-solving court participants.

Exercises the power of arrest when necessary.

Cooperates fully with and renders all reasonable assistance to other probation officers.

Exercises all powers and performs all duties necessary and proper to carry out his/her responsibilities.

Serves as a member of the problem-solving court team which entails attending and participating in weekly staffing meetings and problem-solving court hearings.

Complies with problem-solving court, district and state Probation policies.

Completes additional tasks as assigned.

Attends training sessions that are necessary to perform the duties for the position.

Problem-Solving Court Probation Officer (cont.):

Desirable Knowledge, Abilities and Skills:

Ability to establish, promote, and maintain positive working relationships with the court system, other criminal justice agencies, local or regional stakeholders, and treatment providers.

Working knowledge of the Standardized Model, cognitive skill building, relapse prevention, motivational interviewing, and social learning theory, and other appropriate specialized skills.

Ability to communicate effectively both orally and in writing and demonstrate the ability to interpret data.

Ability to acquaint oneself with judges, court staff, and personnel of criminal justice agencies.

Ability to acquaint oneself with school personnel, mental health facilities, alcohol and drug programs, vocational rehabilitation programs, and other community resources.

Ability to assess individual and group behavior.

Ability to assess substance abuse, criminogenic needs, and criminal involvement.

Ability to motivate offenders toward self-improvement using evidence-based practice skills.

Ability to organize and utilize time properly.

Ability to maintain a positive attitude when engaged in stressful working conditions.

Ability to work well in a team environment and comply with team decisions.

Ability to manage multiple tasks concurrently.

Desirable Education and Experience:

Meet basic requirements for selection as a senior probation officer. Four (4) years as a probation officer preferred or four years experience in a related field with extensive experience in working with substance abusing offenders. Master's degree in criminal justice or social/behavioral sciences is preferred.

Problem-Solving Court Probation Officer (cont.):

Working Conditions:

Some travel may be required.

Sitting behind a computer for extended periods of time.

Lifting a maximum of 20 pounds.

Approved 8-30-06