

**POSITION DESCRIPTION
COUNTY OF JENNINGS, INDIANA**

POSITION: Juvenile Probation Officer / JDAI Coordinator / Attend & Engage Program Manager / Grant Manager

DEPARTMENT: Court Services: Probation Department

WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F

SALARY:

DATE WRITTEN: December 10, 2024

STATUS: Full-time

DATE REVISED: September 30, 2026

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The job requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of Jennings provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as a Juvenile Probation Officer for the Jennings County Probation Department, responsible for on-call detention of juveniles 24/7, supervising and assisting juvenile probationers, monitoring compliance with court orders, and employing evidence-based procedures to ensure the safety of Jennings County citizens. The incumbent also serves as the county's Juvenile Detention Alternatives Initiative (JDAI) Coordinator, Attend and Engage Program Manager, and Grant Manager, coordinating juvenile justice reform initiatives, school attendance and engagement efforts, grant development and administration, data collection and analysis, community partnerships, and program implementation and evaluation.

DUTIES:

- Conducts preliminary inquiries, risk assessments, and writes comprehensive reports for Court as required, including researching criminal history through manual records and on computer, conducting interviews with victims and advising victims of their rights, while ensuring compliance with Indiana Office of Court Services standards.
- Conducts random and scheduled home visits and searches of probationers' property, and administers random alcohol and drug testing.
- Maintains department computer database, including entering all visits, phone calls, agency contacts, and other information in system, as required by policy.
- Monitors a variety of court services available to probationers, including treatment options, and directs and assists probationers in obtaining recommended services.
- Monitors compliance with court orders, and communicates recommendations to Courts, including preparing and filing various documents, testifying and making recommendations.
- Conducts pre-dispositional investigations and writes comprehensive reports for Court, including researching legal and social history, and interviewing offenders and crime victims.
- Cooperates with public/private community service agencies and individuals in assisting probationers and their families/guardians in obtaining treatment and/or services as needed.
- Communicates with providers and attends staff meetings to discuss probationer's compliance and progress.

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- Supervises, assists, and monitors assigned probationers, including employing evidence-based procedures in preparing risk assessments, reviewing, executing, and ensuring compliance with statements of probation conditions.
- Transfers supervision of juveniles to other jurisdictions as required, and supervises offenders transferred from other jurisdictions as assigned. Coordinates and works with Community Corrections staff to provide efficient delivery of community supervision.
- Maintains current knowledge of applicable local, state and federal rules/regulations, new developments, technology and trends in the field of probation by reading professional publications and periodically attending seminars and conferences.
- Serves as representative on various task forces, committees, and/or teams as assigned and/or requested. Periodically prepares and makes public speaking presentations to community groups as assigned.
- Performs duties of co-workers in their absence, or as needed.
- Attends meetings and professional training, as required.
- Serves on call for emergencies.
- Testifies in court/legal proceedings, as needed.
- Performs related duties as assigned.

Prepares and delivers presentations, informational materials, data summaries, and other communications regarding juvenile probation, JDAI, Attend and Engage, grant-funded programs, and related juvenile justice initiatives.

Represents Jennings County Probation and assigned juvenile justice initiatives at community meetings, trainings, conferences, stakeholder meetings, and other professional events as assigned.

Assists with identifying opportunities for sustainable funding and continuation of successful juvenile justice, prevention, attendance, and community-based initiatives.

Coordinates with County fiscal staff, department leadership, community partners, and grant-funded service providers to ensure grant-funded activities are implemented as approved and required documentation is maintained.

Collects and analyzes program and financial information necessary for grant reporting and prepares or assists with required interim, annual, closeout, and other grant reports.

Monitors grant expenditures, deliverables, timelines, reporting requirements, and compliance obligations in coordination with appropriate County personnel and funding agencies.

Develops and assists with preparation of grant applications, budgets, supporting documentation, work plans, performance measures, and other materials required by funding agencies.

Serves as Grant Manager for assigned county, court services, probation, JDAI, and/or juvenile justice grants, including researching funding opportunities, coordinating grant applications, maintaining grant files, and monitoring grant requirements.

Coordinates program referrals, communication, meetings, and follow-up with participating schools, families, service providers, and community partners while maintaining appropriate confidentiality and compliance with applicable requirements.

Maintains accurate program records and documentation for the Attend and Engage Program, monitors participation and outcomes, and prepares reports regarding program activities, attendance, engagement, and effectiveness.

Works collaboratively with schools, families, probation staff, community agencies, and other stakeholders to identify attendance barriers, develop intervention strategies, monitor progress, and connect youth and families with appropriate resources.

Serves as Program Manager for the Attend and Engage Program, coordinating school attendance and engagement interventions for identified youth and families.

Assists with identifying and addressing barriers to appropriate alternatives to detention and supports the development and use of community-based interventions and services for youth.

Coordinates development, implementation, and monitoring of detention reform strategies and other JDAI-related initiatives, including collaboration with the Court, Probation Department, detention staff, law enforcement, schools, service providers, and community partners.

Collects, maintains, analyzes, and reports juvenile justice system data related to detention admissions, length of stay, releases, case processing, demographics, recidivism, and other performance measures to identify trends, monitor outcomes, and support data-informed decision-making.

Coordinates and facilitates the JDAI steering committee and related workgroups, including scheduling meetings, preparing agendas and materials, documenting discussions and action items, and following up on identified priorities.

Serves as the Juvenile Detention Alternatives Initiative (JDAI) Coordinator, coordinating local JDAI activities and supporting implementation of evidence-based detention reform practices consistent with county, state, and national guidance.

I. JOB REQUIREMENTS:

- Bachelor's degree from an accredited institution and obtaining the certification of the State of Indiana Probation Officer's Exam, within 6 months of hiring date.
- Must be 21 years of age and a United States citizen.
- Ability to meet all hiring and retention requirements for this position, including drug test and criminal background check.
- Thorough knowledge of and ability to make practical application of local, state, and federal regulations, and standard policies, procedures, adult/juvenile criminal code, and legal terminology of criminal justice system.
- Thorough knowledge of and ability to make practical application of current developments, theories, and trends in behavior and supervision of probationers.
- Ability to effectively supervise, direct and monitor assigned probationers to ensure proper completion of probation requirements.
- Working knowledge of and ability to make appropriate referrals of probationers to treatment programs and services.
- Knowledge of standard English grammar, spelling and punctuation, and ability to prepare various reports.
- Knowledge of basic filing systems and ability to create and maintain accurate and complete department files and records.

- Ability to effectively communicate orally and in writing with co-workers, other County departments, attorneys, other probation departments, state and local law enforcements agencies, victims, probationers and their families, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Ability to operate a variety of office equipment, including, but not limited to, telephone, computer, fax machine, copier, and vehicle.
- Ability to provide public access to, or maintain confidentiality of, department information and records according to State requirements.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to understand, memorize, retain, and carry out written and oral instructions and present findings in oral or written form.
- Ability to analyze, evaluate, and investigate data and to coordinate, place, make determinations, and take action based on data.
- Ability to work alone with minimum supervision, work on multiple tasks, often under time pressure, and complete tasks effectively amidst frequent distractions and interruptions.
- Ability to testify in court/legal proceedings, as needed.
- Ability to competently serve the public with diplomacy and respect, including encounters with irate/hostile persons.
- Ability to occasionally work extended, evening and/or weekend hours, and occasionally travel out of town for training, sometimes overnight.
- Ability to serve on call and respond swiftly, rationally and decisively to emergencies.
- Possession of a valid Indiana driver's license and a demonstrated safe driving record.

Ability to manage grant-funded projects and programs in accordance with approved scopes of work, budgets, timelines, performance measures, and applicable County, state, and federal requirements.

Ability to collect, interpret, and present quantitative and qualitative data to support program planning, system improvement, grant reporting, and policy or operational recommendations.

Ability to facilitate meetings, lead committees and workgroups, build consensus, track action items, and communicate program goals and outcomes effectively.

Ability to establish and maintain effective working relationships with schools, courts, law enforcement, detention staff, government agencies, service providers, families, youth, community organizations, and funding agencies.

Ability to coordinate multiple programs, projects, deadlines, meetings, stakeholders, and funding requirements while maintaining accurate records and documentation.

Knowledge of grant development and administration, including application preparation, budgeting, documentation, reporting, compliance monitoring, and grant closeout requirements.

Knowledge of data collection, data analysis, program evaluation, performance measurement, and preparation of reports for courts, committees, funding agencies, and community stakeholders.

Knowledge of juvenile justice principles, evidence-based practices, alternatives to detention, adolescent development, and community-based intervention strategies.

II. DIFFICULTY OF WORK:

Incumbent performs a wide variety of duties which are broad in scope and impact and require consideration of many complex variables and their potential interrelationships. Duties include juvenile probation supervision, court-related responsibilities, detention reform coordination, school attendance and engagement programming, grant administration, data analysis, program development, and collaboration with multiple agencies and community stakeholders. The duties require application of sound judgment based on education, experience and training. Guidelines are detailed and well-established, requiring independent judgment in interpreting and adapting to individual cases, programs, projects, and situations.

III. RESPONSIBILITY:

Incumbent performs duties in accordance with the general policies and procedures of the department and Court, applicable County policies, grant requirements, JDAI principles and program standards, and standard practices of the profession. The incumbent exercises independent judgment in juvenile probation decisions and specific recommendations and in the coordination, implementation, monitoring, and evaluation of assigned programs and grant-funded activities. Supervisory review occurs to check overall soundness of decisions and adherence to policy, procedure, program requirements, and funding conditions.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, the Court, County departments, attorneys, other probation departments, schools and school personnel, detention staff, community service agencies, state and local law enforcement agencies, victims, probationers and their families, youth-serving organizations, grant administrators, funding agencies, and the public for the purposes of giving and receiving information, coordinating services and programs, administering grants, supporting juvenile justice system improvement, and rendering services. Incumbent reports directly to the Assistant Chief Probation Officer.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in an office environment, in the field, and in the courtroom, involving driving, sitting for long periods, walking at will, keyboarding, speaking clearly, hearing sounds/communication, handling/grasping objects, and lifting/carrying objects weighing under 25 pounds. Incumbent is exposed to potentially violent/irate individuals and the normal hazards associated with driving. Incumbent occasionally works extended, evening and/or weekend hours, and occasionally travels out of town for training, sometimes overnight. Incumbent regularly serves on call for emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Probation Officer describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Print/Type name