

Job Title: SPECIALIZED PROBATION OFFICER Grade 15 -NE

Job Location: _____

Major Duties:

A Specialized Probation Officer is highly professional, flexible, independent and primarily responsible for the supervision of the highest risk to re-offend clients under the authority of the Chief Probation Officer. Specialized Probation Officers develop and provide case management and supervise the activities of probationers in the community. Specialized Probation Officers collaborate with providers and stakeholders important to the success of probationers and the Vision and Mission of Nebraska Probation System. Due to the nature of the work, this position requires flexible, individualized work scheduling that is caseload driven. This position has the same statutory authority and responsibilities as a Probation Officer in addition to the responsibilities described below.

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

Supervises the highest risk to re-offend clients in the Probation system.

Provides strong case planning, case management, and caseload management

Participates in the treatment process of clients and is engaged the probationer's treatment through regular and on-going communication with treatment providers and through attendance at treatment groups and facilities. Assists in the development of relapse prevention plan.

Develops needed community resources and creates and maintains partnerships with identified community stakeholders.

Is connected to the community by way of field work in the form of regular and on-going visits to probationer's home, treatment, school, employment, support group, 12 step, group home, and team meetings.

Assists in developing positive, ongoing client support systems.

Works, as the caseload and needs of the people on the caseload dictates, a significant number of meaningful non-traditional hours, including weekend or holiday hours.

Is engaged in programming and the well-being of a Reporting Center or Service Center (if applicable), including participation in any special programming, facilitation of a programs if necessary and coverage of the Reporting Center or Service Center and its activities when needed.

Facilitates groups which may include, but not be limited to, topical, supervision groups, cognitive programs or skill building, life skills enhancement and general education of clients.

Specialized Probation Officer (cont.):

Conducts and prepares for submission to the Court or other entities various reports to include Presentence (PSI) Investigations, PSI Updates, Supervision Overviews, Alleged Probation Violation reports and various other types of written correspondence.

Uses a computer to input data into a management information system, word process reports and correspondence and perform record checks, payment verifications and other functions.

Builds community support for the probationer and Nebraska Probation System and Is involved in the community on boards, committees, civic organizations, etc.

Trains and mentors new officers.

Influences and motivates others, speaks up and is candid and appropriately addresses concerns when necessary.

Interprets data as it applies to successful performance standards for probationers and evaluates data in relationship to best practices and evidence-based standards.

Exerts the effort needed to attain goals, is determined and persistent, demonstrates a strong work ethic, works hard and does his/her best and works diligently without supervision.

Willingly acquires new skills and knowledge, seeks out and uses feedback to improve performance, learns from experiences and applies learning to new situations.

Exercises the authority to arrest and/or detain probationers as necessary.

Responsible for the operation and maintenance of electronic monitoring equipment.

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

Qualifications for the job:

Graduation from an accredited four-year college or university with a Bachelor's degree in the social sciences, criminal justice, or related fields with at least two years of experience providing case management and/or completion of investigations in a community corrections based program or agency. Some positions may require specific knowledge or experience, or established progress toward certain degrees or licensure. Meet the basic requirements as a Probation Officer.

Specialized Probation Officer (cont.):

Knowledge, skills, and abilities required on the job:

Ability to match the client's needs to the appropriate treatment modality or service, i.e., substance abuse, mental health, medical, housing, employment and educational services, etc.

Knowledge of laws and regulations pertaining to Probation work and functions and procedures of courts involved.

Knowledge of community resources.

Proficient in various software programs such as the Nebraska Probation Application for Community Safety (NPACS), Microsoft Word, Outlook, Internet Explorer, NCJIS, CODIS Prelog, Justice and/or others.

Meets established officer safety criteria.

Ability to gain the confidence and cooperation of others.

Performs effectively under stressful conditions.

Interacts confidently and competently with individuals and groups at all levels.

Makes well reasoned decisions in a timely manner, sometimes in situations where there are no standard procedures.

Gives and accepts constructive criticism appropriately.

Puts collective goals ahead of personal goals and takes responsibility for failures and shares credit for successes.

Has a strong understanding of Social Learning Theory, Criminal Thinking, Stages of Change and the importance of cognitive engagement and use of cognitive behavioral groups in case management.

Demonstrates sound decision making/critical thinking skills

Skilled at relapse planning and recognizing signs of relapse

Utilizes appropriate caseload management practices

Possesses strong group facilitation skills and understanding of group dynamics

Uses Motivational Interviewing (MI) effectively

Specialized Probation Officer (cont.):

Working Conditions:

Field work is required in various weather conditions and during non-traditional hours including early mornings, nights, weekends and holidays. The physical condition of visited sites can also vary greatly.

Some travel may be required.

Extended periods of standing or sitting may be required.

Lifting heavy items may be required.

Goals for this Position:

1. Successfully complete all ongoing training requirements, as determined by administration and assigned district.
2. Assigned cases must be classified as determined by a quality assurance review, supervisor review, and/or other review processes and/or observations.
3. Fully adhere to all cognitive group curricula, mentor and train others in the curricula, and conduct quality assurance.
4. Obtain a minimum score on the quality assurance tool for qualitative engagement and obtain a minimum score on the quality assurance tool for quantitative engagement on investigations.
5. Maintain a minimum classification accuracy rate as determined by an annual audit of randomly selected cases that are selected by quality assurance review process, supervisor review, and/or other processes and/or observations.
6. Obtain minimum score on the quality assurance tool for qualitative engagement and obtain minimum score on the quality assurance tool for quantitative engagement for case management review.
7. Assure all eligible clients are employed, and/or enrolled in an education program.

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