

**NORTHUMBERLAND COUNTY  
JUVENILE COURT SERVICES AGENCY  
TRUANCY INTERVENTION/PREVENTION OFFICER  
Salary Range - \$34,550- \$39,995  
Per Union Contract  
Hours – 37.5 Hours Weekly  
THREE (3) OPEN Positions Currently**

**DEFINITION:**

The Truancy Intervention/Prevention Officer is a professional of the Juvenile Court Services who works in cooperation with all agencies within the Human Services to provide services to juveniles who are in violation of the compulsory school attendance laws. He/she is also responsible for processing delinquency referrals as directed by the Chief Juvenile Probation Officer or designee.

Once a truancy referral has been made by the school district, social service agency, or district magistrate, the Truancy Intervention/Prevention Officer conducts a formal intake interview with the child and their family. The purpose of this interview is to assess the nature and extend of problems within the home and school setting that may contribute to the truancy problem. Services are provided to the juvenile and his/her family using the existing continuum of services available to the Human Services Agencies.

**EXAMPLES OF WORK PERFORMED:**

- Receive and process all truancy referrals made by schools, district justices, or other social services agencies.
- Schedule and conduct intake interviews with the youth and his/her family.
- Prepare evaluations and make recommendations for disposition to the Chief Juvenile Probation Officer or his designee.
- Make collateral contacts with the youth's school and other social services agencies or persons as needed, to assist in the youth's adjustment to the school setting.
- Make referrals to other social services agencies as needed on behalf of the juvenile and family.
- Maintain case notes and dictation for all contacts relating to the youth.
- Prepare Case Evaluations and develop a Treatment Plan and Goals monthly while under supervision.
- Assist the youth in defining personal goal plans, in learning employment skills, in dealing with home or school issues, and meet all conditions of supervision.
- To service as an on-call officer as directed by the Chief Juvenile Probation Officer, or designee.
- To prepare evaluations and court reports as required for Court related matters.
- Receive and process delinquency allegations as directed.
- To prepare Dispositional Notices to all referring agencies.
- To attend and participate in School Attendance Plan Meetings.

- Perform all other duties as directed by the Chief Juvenile Probation Officer. Examples of which may include assisting in the Peer Jury Program and Juvenile Court Summer Camps.
- To comply with all standards as set forth by the Juvenile Court Judges Commission; and comply with all reporting and evaluation procedures as required by JCJC.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of individual, family and group behavior, as related to casework principals and practices.
- Knowledge of techniques of individual and family counseling.
- Ability to work effectively with both dependent and delinquent youth and his/her family.
- Ability to establish and maintain working relations with the youth, his/her family, other agencies, school personnel, police departments, and the public.
- Ability to make clear and pertinent decisions, statements, and concise reports.
- Ability to deal effectively with crisis situations involving youth and his/her family, and make decisions regarding the appropriateness of continued placement with family.

**Minimum Requirements:**

A Bachelor's Degree, preferably in the Criminal Justice field, or Bachelor's with twelve (12) credits Criminal Justice and six (6) credits Social Sciences or compliance with the requirements of the Exceptional Person Clause, or agree to satisfactorily complete Probation Officer Intern Program of one (1) year On the Job Training and experience.

A valid Pennsylvania Driver's License and personal transportation.

Northumberland County is an Equal Employment Opportunity Employer. Interested and Qualified Candidates must send resume to:

Northumberland County Adult Probation and Parole Department  
Timothy Heitzman, Chief Probation Officer  
322 North Second Street  
Sunbury, PA 17801

**Deadline: June 14<sup>th</sup>, 2019**