

**POSITION DESCRIPTION  
COUNTY OF BARTHOLOMEW, INDIANA**

**POSITION:** Intake Officer  
**DEPARTMENT:** Youth Service Center  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** SO (Special Occupations)

**DATE WRITTEN:** October 1992  
**DATE REVISED:** October 2018

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Bartholomew County 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 Intake Officer for Bartholomew County Youth Service Center, responsible for processing admissions of juveniles referred by appropriate agencies and overseeing the welfare of detainees at the facility.

**DUTIES:**

Conducts resident admissions and releases and completes all required intake forms upon referral from appropriate agency and processes all youth who are detained. Completes all other related forms and reports.

Contacts concerned parties and schedules detention and court hearings of residents.

Assists residents in mediating disputes, use of time management techniques, and completion of school and related academic assignments; implements crisis intervention therapies as needed.

Maintains and updates resident files, including preparation of behavioral statistics and reports.

Responds to unit problems and emergencies, and takes appropriate action as situations demand.

Inspects and oversees resident contraband control procedures. Collects urine samples from inmates for testing.

Issues clothing lockers to residents as needed.

Performs related duties as assigned.

**I. JOB REQUIREMENTS:**

Baccalaureate degree in psychology or a related social science. State certification as probation officer, with continuing completion of all certification requirements.

Must be at least 21 years of age.

Knowledge of principles and practices of behavioral assessment and intervention strategies and techniques, basic diagnostic and evaluation skills, crisis management, and treatment systems assessment.

Extensive knowledge of the juvenile criminal justice system, and juvenile code. Knowledge of and ability to assess cases of chemical dependency, substance abuse, and physical, sexual, and emotional abuse.

Knowledge and understanding of policies of the Probation Department and Family and Social Services Administration.

Knowledge and ability to enforce Center's rules and regulations, resolve conflicts, respond to emergencies and take authoritative action as situations demand. Knowledge of proper use of restraints and other assigned equipment.

Ability to accurately and concisely complete all required reports and case histories, and ability to maintain confidentiality of department information and records.

Ability to effectively communicate orally and in writing with co-workers, residents and their parents and guardians, school and court officials, law enforcement agencies, social service agencies, attorneys, professional and non-professional members of the community, professional peers, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or to 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 work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods often amidst frequent distractions and interruptions, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to effectively implement behavioral and related intervention programs with all staff members of the facility to develop and implement successful individual counseling strategies, and assist residents in development of necessary self management and related skills.

Ability to complete training in security measures; handling of specific incidents such as assaults, disturbances, and discovery of contraband.

Ability to work extended hours during crisis situations or as needed, and to remain at work stations until relieved by replacement staff.

Ability to follow all personnel policies and rules of the organization.

## **II. DIFFICULTY OF WORK:**

Incumbent performs a variety of duties which are broad in scope and require the consideration of complex variables and their potential interrelationships in the assessment of individual clients and in implementation of various intervention strategies and techniques. Guidelines are not always clearly applicable to particular situations and cases, calling for individual judgment in selection and modification of standard strategies and procedures to best fit existing circumstances.

## **III. RESPONSIBILITY:**

Incumbent maintains strict confidentiality in the performance of duties, working within the guideline established by statute, the Court, the Probation Department, and Family and Social Services Administration. Incumbent exercises judgment over case work and recommends dispositions in respect to agency goals and the impact on the community as a whole. Recommendations are made within the bounds of policies and practices of the Juvenile Justice System. Work is generally reviewed for overall soundness of practices and conformance with general goals and policies of the unit.

Incumbent reports directly to Director of the Youth Services Center.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, residents and their parents and guardians, school and court officials, law enforcement agencies, social service agencies, attorneys, professional and non-professional members of the community, professional peers, and the public, for a wide variety of purposes, including ensuring the proper care of residents, implementation of necessary individual training and counseling, submission of necessary reports, individual program evaluation and modification, and continuance of personal training and skill development.

## **V. PHYSICAL EFFORT AND WORKING ENVIRONMENT:**

Incumbent performs duties throughout the Center involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, driving, keyboarding, handling/grasping/fingering objects, close/far vision, color and depth perception, speaking clearly, and hearing sounds/communication. Incumbent works with and maintains continuous contact with potentially violent and/or hostile juveniles. Safety precautions must be followed at all times to prevent injury to self or others.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Intake Officer for the Youth Services Center 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