

**NOTICE OF JOB OPENING**

Department Name:	PROBATION DEPARTMENT
Position Title:	Juvenile Probation Officer – Family Preservation Program
Position Summary:	<p>Responsible for providing home based services to juvenile offenders referred by the Court to the Family Preservation Program.</p> <p>JOB DUTIES/AREAS OF RESPONSIBILITY:</p> <ul style="list-style-type: none"> • Supervision of juvenile probationers consistent with conditions imposed by Court • Complete preliminary inquiries, Predispositional reports and other reports as directed by the Court • Maintain accurate records and complete data entry of all case contacts • Make referrals to public and private agencies to meet the needs of the probationer and family • Maintain contact with agencies and other persons or institutions concerned with the treatment or welfare of children • Testify in Court and secure placements when directed by the Court
Qualifications:	<ul style="list-style-type: none"> • Bachelor's Degree from accredited college/university required; major in criminal justice, social work, psychology, or related field preferred • Must not be less than twenty-one years of age and must be U.S. citizen • Experience working with special needs children and families required • Proven ability to work well with diverse populations required • Must have ability to work as member of a team • Must have knowledge of philosophy, theories, practices in correctional field and related disciplines • Must have excellent writing and communication skills • Must have knowledge of available community resources with understanding and skill to use them • Must have valid driver's license, reliable vehicle and appropriate vehicle insurance • Experience with delivery of home based services to families preferred • Experience and/or training as probation officer preferred
Salary:	Salary is based on Indiana Probation Officer pay scale depending on years of service as certified Probation Officer. 2007 starting pay: \$27,588. Pay raises given only for years of experience as PROBATION OFFICER.
Deadline for Application:	Applications taken until positions filled. POSTED July 25, 2007.
Submit Resume, Cover Letter and Min. 6 References to:	Linda Brady, Chief Probation Officer, Probation Department 301 N. College Avenue Bloomington, IN 47404

**Probation Department Hours: Monday, Wednesday and Thursday 8:00 a.m. to 5:00 p.m.
Tuesday 8:00 a.m. to 6:00 p.m.
Friday 8:00 a.m. to 4:00 p.m.**

**Community Corrections Hours: Monday through Thursday 7:00 a.m. to 7:00 p.m.
Friday 7:00 a.m. to 4:00 p.m.**