

The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the 5th day of December, 2023.


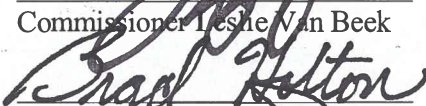
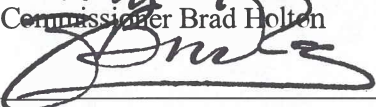
Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks the Board resolves as follows:

To approve the **job title, job description and salary range of one (1) position in Juvenile Probation.**

One (1), Clinician; pay grade 15; salary range min. \$70,720, mid \$84,156.80 and max \$97,593.60; position control number 44 805 046, FLSA Non-Exempt

Job description is attached

☒ Motion Carried Unanimously
☐ Motion Carried/Split Vote Below
☐ Motion Defeated/Split Vote Below

	Yes	No	Not Vote
 Commissioner Leshe Van Beek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Commissioner Brad Holton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Commissioner Zach Brooks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attest: CHRISTOPHER W. YAMAMOTO, CLERK

J Ross

Deputy Clerk

Date: 12.05.23



Clinician

Department: Juvenile Probation
FLSA Designations: Non-Exempt

Salary Grade: 15
Effective Date:

General Statement of Duties

Performs a range of clinical mental health services to youth at Intake, on juveniles on any form of supervision to include, Diversion, Informal Adjustment, Probation, and Parole. Performs screenings, comprehensive assessments, provides clinical consultation to Juvenile Probation Officers, assists coordination of mental health services, conducts and/or assists with development of programs; performs related work as required.

Classification Summary

The principal function of an employee in this class is to perform an appropriate range of mental health services within the boundaries set by applicable licensure held by the employee.

Work is performed under the general direction of the Director and Assistant Director and in cooperation with Division Supervisors and Training Coordinator. Some latitude is granted to the employee but work is subject to stringent Federal, State, and County legal guidelines and Department policies and procedures.

Essential Duties and Responsibilities:

- Provides counseling to youth and families in crisis as appropriate;
- Conducts screenings and evaluations using a variety of tools to identify needs and formulate diagnostic impressions;
- Completes clinical assessments as requested by probation officers and/or Court
- Provides clinical consultation to probation staff;
- Provides case management services including referrals to community-based resources;
- Assists probation officers monitor compliance with treatment plans and or contracts;
- May develop family-based counseling services, groups, or programs;
- Assists with training of staff;
- Collects and maintains statistical data related to program assignments;
- Keeps Director and Assistant Director informed of workload, challenges, and areas for improvement programs;
- Collaborates with Juvenile Probation Officers to implement individualized case plans for juvenile offenders on their caseload;
- Contributes to the decision making of treatment plans, progress, or discharge of juveniles from the program;
- Coordinates parenting classes and support groups for parents of juveniles;
- Attends Leadership meetings as appropriate;
- Attends All-Staff meetings as appropriate;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Requires flexible schedule, primarily working days and some evenings and weekends;
- Performs other related duties as assigned;
- Must adhere to professional Code of Ethics.

Knowledge, Skills and Abilities

Knowledge of:

- Status Offender Federal and State requirements;
- Idaho and County statutes, laws, codes, and regulations governing juvenile arrest, detention, and probation/parole;
- Probation practices;
- Court practices and procedures;
- Departmental programs, policies, procedures, and operations as applied to the work performed;

Ability to:

- Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity;
- Follow written and oral instructions;
- Gather and analyze facts and evidence and draw logical and objective conclusions;
- Readily adapt to changing work situations and assignments;
- Work with uncooperative, distraught, and hostile youth and parents;
- Work independently and in teams;
- Copes with stressful situations calmly, fairly, and with respect for individuals;
- Maintain a professional demeanor during stressful, volatile, and hostile situations;
- Compile pertinent data and prepare clear, concise, and accurate reports;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with assigned offenders, service providers, supervisors, other County employees, the public, and other County agencies;
- Respond to citizen requests in a courteous and effective manner;
- Understand and follow oral and/or written policies, procedures and instructions;
- Make sound and reasonable decisions in accordance with laws, codes, regulations, and established procedures;
- Operate standard office equipment, including a personal computer and applications appropriate to assigned duties;
- Operate a motor vehicle;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Maintain offender and Department confidentiality;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Licensed Professional Counselor (LPC), or Licensed Master's Level Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW) and;
- Must be 21 years old or older;
- At least 2 years of experience working with children and adolescents is required; knowledge of adolescent developmental theories and individual and family counseling theories;
- Experience in Case Management in human services or court-related behavioral services is preferred;
- Bilingual (Spanish and English) is preferred.

Special Qualifications

- Idaho driver's license;
- Must successfully complete a background investigation through the National Crime Information Center (NCIC).
- Must successfully complete a Child Abuse Registry through the Idaho Department of Health and Welfare;
- Must continue to maintain appropriate licensure requirements.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review and prepare a variety of written and text materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, a personal computer, and operate a motor vehicle;
- Sufficient personal mobility, agility, and physical strength and reflexes, with or without reasonable accommodation, which permits the employee work in an office environment and perform field investigation and monitoring activities.

EOE Statement

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.



Canyon County Juvenile Probation

222 North 12th Avenue
Caldwell, ID 83605

Office Hours: Monday - Friday
8 am - 12 pm / 1 pm - 5 pm

Phone: 208-454-7330
Fax: 208-454-7352

Date: November 28, 2023

To: Board of County Commissioners

From: Elda Catalano

RE: Mental Health Clinician at Juvenile Probation

With the assistance of Jennifer Allen, Bosco Baldwin and the Human Resource Department, we have completed the job description for the Clinician dedicated to Juvenile Probation. The new position will be an excellent addition and much needed resource to the Juvenile Probation staff, Court, family and the youth served through Juvenile Probation.

The position was budgeted for FY2024. Mr. Baldwin placed the position in Grade 15 with the salary range of min. \$70,720, mid 84,156.80 and max \$97,593.60. We budgeted to fund the position at midpoint.

At this time, I would respectfully ask for the approval of this board to adopt the position of Clinician for Juvenile Probation.