

## Intake Officer

Applications are now being accepted for an Intake Officer with Randall County Juvenile Services/Youth Center of the High Plains. This position will require nights, weekends and some holidays. Submission to a drug test, physical, psychological exam, and background check is required. Randall County is an E.O.E.

### **Definition:**

This position involves the direct supervision of juvenile offenders, including admitting, detaining, screening, and counseling them within the physical premises of the Youth Center; investigating and analyzing the special circumstances of each individual case, to make appropriate recommendations for the protection of the community and the rehabilitation of the child.

### **Education and Experience:**

- Bachelor's degree in criminal justice, psychology, social work, education, or similar field required
- One years' experience working with adolescents preferred

### **Essential duties and responsibilities:**

- Adhere to all approved policies and procedures to ensure safety of residents and staff
- Determine probable cause
- Perform intakes and releases, providing first-hand assessments
- Receive arresting officers' statements at time of intake
- Closely monitor the behavior, attitudes, and relationships of residents
- Prepare resident behavior reports for juvenile probation officers
- Maintain statistical records
- Provide instruction and encouragement to residents concerning expectations of appropriate behavior
- Assist with visitation, as needed
- Administer consistent disciplinary actions to residents in accordance with standard Youth Center policy
- Participate in case and departmental staff meetings and training, as required
- Must possess computer knowledge and keyboard skills
- Serve as backup to detention officers
- Maintain up-to-date case files and chronological notes

### **Ability to:**

- Communicate effectively both orally and in writing
- Coordinate with many different people toward a common goal
- Work independently and as a team player
- Monitor the behaviors of several residents at the same time
- Maintain strict confidentiality

### **Salary:**

Salary range is \$42,304.63 depending upon qualifications and experience, plus full county benefits which include health plan, dental, vision, bereavement leave, longevity pay, holiday, vacation, sick leave, etc.

Applications may be picked up at the Youth Center of the High Plains (YCHP), 9300 S. Georgia St., in Amarillo. Or simply go to [www.randallcounty.com](http://www.randallcounty.com) and click on job opportunities to complete an application. Complete and submit an application, along with a letter of interest and an updated resume.

**OPEN UNTIL FILLED**