

REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: Lisa Tomlinson

TODAY'S DATE: 10/5/2015

Approved

DEPARTMENT:

X Juvenile

Commissioners Court

SIGNATURE OF DEPARTMENT HEAD:

X *Lisa Tomlinson*

OCT 13 2015

REQUESTED AGENDA DATE:

X 10/13/2015

SPECIFIC AGENDA WORDING:

Approval of the Juvenile Case Manager Job Description;
Approval of the proposed budget for this position;
Approval to set a personnel grade for the position;
Discussion of the plan for this position; and
Reinstating collection of court costs regarding the Juvenile Case Manager fee.

PERSON(S) TO PRESENT ITEM:

Lisa Tomlinson _____

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME:

ACTION ITEM: 1 min

WORKSHOP: _____

(Anticipated number of minutes needed to discuss item) **CONSENT:** _____

EXECUTIVE: _____

STAFF NOTICE:

COUNTY ATTORNEY: X _____ IT DEPARTMENT: _____

AUDITOR: _____ PURCHASING DEPARTMENT: _____

PERSONNEL: _____ PUBLIC WORKS: _____

BUDGET COORDINATOR: _____ OTHER: All JP offices _____

*****This Section to be Completed by County Judge's Office*****

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____ Date _____

Department of Juvenile Services Johnson County, Texas		Pages 1 of 2
CHAPTER DEPARTMENT ADMINISTRATION	Related Standards	
Subject JOB DESCRIPTION – JUVENILE CASE MANAGER		

Job Title – Juvenile Case Manager

BASIC RESPONSIBILITIES:

Under direct supervision of the Deputy Director and/or Director of Juvenile Services, the Juvenile Case Manager (JCM) is responsible for working collectively with the Justice of the Peace Courts, County Attorney's Office, and School Districts to manage cases involving juvenile offenders who are before the court for truant conduct or Class C misdemeanor offenses, excluding traffic offenses.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Assess needs of juvenile and parent/guardian and provide community referrals for intervention/assistance services based on needs
- Conduct home and school visits
- Verify school attendance and conduct
- Appear in court as necessary
- Maintain a case file, documentation and chronological notes for each juvenile
- Monitor juvenile's compliance with court order and report progress to the Court
- Provide juvenile assessment and sentencing recommendations to the Court
- Act as liaison between school officials, other court officials and community resource leaders
- Adhere to department policy, procedures and code of ethics
- Perform other related duties as assigned

REQUIREMENTS:

1. Must be 21 years of age or older
2. Possess a High School Diploma or GED equivalency
3. Satisfactorily complete appropriate educational pre-service and in-service training standards for juvenile case managers
4. Meet TCIC/NCIC employment guidelines not to have a criminal record, as required by Texas Juvenile Justice Department Standards
5. Possess a valid Texas Driver's License and proof of liability insurance
6. Be of good moral character

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DEPARTMENT ADMINISTRATION	JUVENILE CASE MANAGER	

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Texas Family Code, Title III, Texas Penal Code, Texas Education Code and Code of Criminal Procedure

Knowledge of child development, specifically adolescent needs

Knowledge of the Juvenile Justice System and the Justice of the Peace Court Systems

Ability to utilize personal computer

Be at work regularly and consistently during work hours

Work independently and efficiently

Accept direction and constructive criticism

Testify in court

Work with and get along with other department employees and employees of other agencies

Ability to be creative and flexible

Effectively communicate in writing and orally

Ability to work effectively with youth

Ability to maintain written files and records

Ability to follow instructions both oral and written

Ability to act quickly and decisively in emergencies

Ability to use good, sound judgment in making decisions

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves or others.