



# Victoria County, TX

## POSITION PROFILE

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<b>Position Title:</b>	Residential JPO	<b>Effective Date:</b>	November 2025
<b>Department:</b>	Juvenile Probation	<b>Division:</b>	Juvenile Detention
<b>Accountable to:</b>	Facility Administrator	<b>Status:</b>	Non-Exempt

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### **Primary Objectives**

Performs difficult duties assisting the Facility Administrator in developing and implementing the individual rehabilitation program for juveniles in the Victoria Regional Juvenile Justice Center. The Residential JPO will supervise an assigned caseload of juveniles in the Post-Adjudication Program and perform other related duties. Subject to on-call for emergency situations. Position requires strong organizational and time-management ability. Must have excellent communication and interpersonal skills, and is able to work independently or as part of a team. This position requires dual certification as a JSO and JPO, therefore works closely with both detention and probation departments.

### **Supervision Received**

Work is performed under the limited supervision of Facility Administrator.

### **Supervision Exercised**

None.

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## **PRIMARY DUTIES AND RESPONSIBILITIES**

1. Provides orientation to new juveniles assigned to their caseload, in accordance with departmental policy and Texas Administrative Code. Notifies Juvenile Probation Officer (JPO) and parent/guardian of orientation and provides information about the program, including program expectations and level review dates.
2. Maintains contact with the juvenile's Juvenile Probation Officer (JPO) and parent/guardian in accordance with departmental policies and Texas Juvenile Justice Department (TJJD) standards or as needed regarding the juvenile's monthly status and progress review in all aspects of the program.
3. Maintains good communication and interaction as necessary with various Juvenile Probation Departments, law enforcement agencies, court jurisdictions, attorneys, and other personnel
4. Receive, enter, and maintain all chronological notes and documents as required in accordance with departmental policies and TJJD standards in the juvenile's file. Ensure that all documents are up to date and filed in the resident's file in a timely manner.
5. Schedules and participates with Monthly Level Reviews for the juveniles, which monitors and evaluates the overall progress of the juvenile to determine their level. Prepares monthly written status and progress review summaries, identifying areas needed for improvement in the program.

6. Maintains regular contact with all areas of the program, ensuring the Level of Care services required adheres to TJJD standards. Updates the Facility Administrator as needed and provides any pertinent information.
7. Conducts Cognitive/Life Skills group as scheduled, using a cognitive-behavioral approach that incorporates creative topics and ideas that positively engages the juveniles. Documents the group and the participation of the juvenile.
8. Prepares and submits written reports and documents as required. Submits reports to the administrator for approval; testifies in court as required. Maintains current knowledge of Texas Juvenile Justice Department Standards relevant to the position and duties (§343 Subchapter D).
9. Ensure compliance with Prison Rape Elimination Act (PREA), to include 90-day re-assessments for the juveniles on assigned caseload and notification for juvenile who may require special housing needs.
10. Intervene immediately in potentially hostile situations, physically aggressive juveniles, crisis and emergencies, including escape attempts. Utilize conflict resolution, verbal de-escalation, and facility approved mechanical/physical restraint techniques on juveniles who pose a danger to themselves or others. Submit physical and mechanical restraint reports as required.
11. Follows all directives issued by supervisory staff promptly and professionally, maintaining a respectful and cooperative attitude at all times. Failure to do so may be considered insubordination.
12. Adhere to professional and ethical conduct by refraining from engaging in or encouraging negative discussions about co-workers, including confidential and personnel matters.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree and moderate (1-3 years) experience required.
- Must be at least 21 years of age.
- Must meet required criminal history check and DFPS screening prior to employment.
- Must complete training hours and pass state exam to obtain Juvenile Probation and Juvenile Supervision Officer certification within 180 days of hire. Maintain state certification by completing a minimum of 80 hours of training every 2 years.

## **WORKING CONDITIONS**

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*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

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- Essential Personnel: This position is designated as essential and may be required to report to work or remain on duty during emergencies, inclement weather, or other critical situations to ensure continuity of operations.
- Employees sit most of the time but may walk or stand for some periods of time.
- This is light work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.

- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly, and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Occasionally
Up to 25	Seldom or never
Up to 50	Seldom or never
Up to 100	Seldom or never
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Seldom or never
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Loud

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**ACKNOWLEDGMENT:**

I understand that my duties are not limited to those listed and that I can be assigned responsibilities as required. I understand that my work schedule may change during the course of my employment and that some over-time may be required. I further understand that this job description does not constitute a written or implied contract of employment. I understand that if I am employed, such employment is for no definite period of time and that Victoria County can change wages, benefits and conditions at any time. I agree that my employment may be terminated by this organization at any time without liability for wages or salary except those that have been earned at the date of such termination. I have had this job description explained to me and have received a copy.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facility Administrator

\_\_\_\_\_  
Date

