

MODEL CODE OF ETHICS FOR JUVENILE CASE MANAGERS

PREAMBLE

The goal of the juvenile case manager is to assist the Court in administering the Court's juvenile docket and in supervising its court orders in juvenile cases. The mission of the juvenile case manager is to assist judges in providing juveniles the resources to shape their futures, connect with the community, and become law abiding citizens. When applying this Code of Ethics, keep foremost in mind that the City is guided at all times by the values of integrity, excellence, compassion, and respect for the dignity of every person.

STANDARDS

Confidentiality. A juvenile case manager shall not disclose to any unauthorized person any confidential information acquired in the course of employment. A juvenile case manager shall not violate the confidentiality of juvenile clients, unless it is to seek consultation services from within the case management program, school campus, or the juvenile has threatened to harm himself, herself or others, or to provide details of any criminal activity or enterprise.

Conflicts of Interest. A juvenile case manager shall be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment. In order to maintain the community's trust in the judicial system, a juvenile case manager should avoid soliciting or accepting improper gifts, gratuities, or loans, and should avoid engaging in business relationships that give rise to an appearance of impropriety.

Competence. A juvenile case manager shall endeavor at all times to perform official duties properly and with courtesy and diligence. A juvenile case manager shall fulfill his or her duty and represent himself or herself only within the boundaries of their education, training, license, certification, consultation received, supervised experience, or other relevant professional experience.

Respect for the Law. A juvenile case manager shall abide by all federal, state, county, and municipal laws, guidelines, ordinances and rules. A juvenile case manager shall be familiar with the Texas Code of Judicial Conduct and the basic standards to which members of the judiciary are held.

Abuse of Position. A juvenile case manager shall not use or attempt to use his or her official position to secure unwarranted privileges or exemptions for himself, herself, or any other person. A juvenile case manager shall always maintain an appropriate relationship with juveniles coming under the jurisdiction of the Court. A juvenile case manager shall not discriminate against any person on the basis of age, sex, creed, sexual preference, disability, or national origin.

ENFORCEMENT

Any alleged violation of applicable ethical standards shall be subject to investigation and discipline by the hiring entity's designated non-judicial department or supervisor.



JOB DESCRIPTION
County of Aransas
Juvenile Case Manager

JOB TITLE: Juvenile Case Manager

DATE: June 2009

DEPARTMENT: JP1, JP2

SUPERVISOR: JP #2 / JP #1 who have the authority of hiring and termination as well as supervision

EMPLOYMENT STATUS: REGULAR TEMPORARY FULL-TIME PART-TIME INTERN

HOURS WORKED: 40 PER WEEK

SALARY: Bi-weekly \$

Hours: M,Th,F 8am-5pm; Tues,Wed 7:30am-5pm
Must have a flexible schedule

OVERALL PURPOSE AND OBJECTIVE

The purpose of this position is to assist in the rehabilitation of juvenile offenders. This consists of supervising juveniles placed on a Court Order for informal probation.

MAJOR RESPONSIBILITIES

1. Supervise and counsel juveniles that are placed on a Court Order, as well as performing all duties associated with case management;
2. Conduct regular school, office, and home visits;
3. Document all contacts regarding the child and family;
4. Preparation of various written reports including but not limited to Strategies for Juvenile Supervision reports, violation reports, social history and case plans; conduct interviews and provide court testimony. Preparation of Annual Reports is also required.
5. Enforce the orders of the Court and deal appropriately with violations of the court order;
6. Perform drug screens on juvenile offenders;
7. Make referrals to appropriate agencies and treatment providers; and
8. Able to react to change productively and handle other essential tasks as assigned.
9. Seek Community Service Sites with local non-profit agencies.

This position is moderately supervised.

This position requires fluency in English. Bi-lingual abilities will be considered an advantage.

MINIMUM QUALIFICATIONS

To be eligible for appointment as a Juvenile Case Manager, a person must (1) be of good moral character; (2) Have at least two years of college credits from an accredited college or university with a major in Criminal Justice, Sociology, Psychology, or related field; (3) Employment or volunteer experience in Juvenile Services, Adult Corrections, other social work profession or youth oriented community based programs may take the place of college requirements-year for year; (4) Must be at least 21 years of age; (5) Must have a valid Texas driver's license.

This position requires a basic knowledge of typing and some computer literacy. Test may be required.

Other training or special abilities include: ability to communicate orally or in writing; ability to organize workloads; set priorities and carry out assignments in a timely manner; training in conducting drug testing.

The following factors are important to successful performance in this position: problem solving, analytical ability, communication skills and interpersonal skills. Possession of these abilities is essential to work as a Juvenile Case Manager. Some of the specific requirements that make these factors important are: extensive writing, both in the form of documentation and in the preparation of various reports; extensive communication with other agency professionals and probation staff; juvenile offenders and their families; assessing the individual needs of juvenile offenders; preparing plans of action for juvenile offenders based upon their individual needs.

ACKNOWLEDGEMENT

Upon job offer, applicant must be able to pass background check, drug test and physical exam. Background check is subject to annual review.

Signature of Employee Date

Signature of Supervisor Date



Amendment to Job Description

County of Aransas
Juvenile Case Management
(Pursuant to SB 61- attached)

Compliance Standards for the Aransas County Juvenile Case Manager

Able to obtain minimum 20 hours training annually in one or more of the following:

- Role of the Juvenile Case Manager
- Management and case planning
- Juvenile law
- Courtroom proceedings and presentation
- Law enforcement proceedings
- Methods, local programs and services by which juveniles may access
- Detecting and reporting abuse, exploitation, and neglect
- Mental health
- Risk and needs assessment
- Substance abuse
- Gangs
- Working with at-risk youth
- Bullying
- Family violence



A BILL TO BE ENTITLED

AN ACT

relating to minimum standards for juvenile case managers.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. The heading to Title 10, Human Resources Code, is amended to read as follows:

TITLE 10. JUVENILE BOARDS, JUVENILE PROBATION DEPARTMENTS, [~~AND~~]
FAMILY SERVICES OFFICES, AND OTHER JUVENILE JUSTICE SERVICES

SECTION 2. The heading to Subtitle A, Title 10, Human Resources Code, is amended to read as follows:

SUBTITLE A. JUVENILE PROBATION SERVICES AND OTHER JUVENILE
JUSTICE SERVICES

SECTION 3. Subchapter C, Chapter 141, Human Resources Code, is amended by adding Section 141.0422 to read as follows:

Sec. 141.0422. MINIMUM STANDARDS FOR JUVENILE CASE MANAGERS.

(a) The commission shall adopt reasonable rules for juvenile case managers employed under Article 45.056, Code of Criminal Procedure, that provide:

(1) a code of ethics, and for the enforcement of that code;

(2) minimum education requirements; and

(3) minimum training standards, including requirements

that each juvenile case manager receives training in:

(A) the role of the juvenile case manager;

(B) case planning and management;

(C) juvenile law;

(D) courtroom proceedings and presentation;

(E) law enforcement proceedings;

(F) local programs and services for juveniles and

methods by which juveniles may access those programs and services;

and

(G) detecting and preventing abuse, exploitation,

and neglect of children.

(b) To the extent possible, the commission shall adopt rules substantially similar to the rules applicable to juvenile probation officers that the commission adopts under Section 141.042.

SECTION 4. Not later than December 1, 2011, the Texas Juvenile Probation Commission shall adopt the rules required by Section 141.0422, Human Resources Code, as added by this Act.

SECTION 5. This Act takes effect immediately if it receives a vote of two-thirds of all the members elected to each house, as provided by Section 39, Article III, Texas Constitution. If this Act does not receive the vote necessary for immediate effect, this Act takes effect September 1, 2011.