

## **Deputy Probation Officer**

1. Serves as an information and referral source for offenders. (4)
2. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
3. Serves as an information and referral source for offenders. (4)
4. Assists with access to Medi-Cal covered services to meet identified health needs. (4)
5. Oversees and conducts Medi-Cal outreach, information and referral activities. (4)
6. Oversees and provides information to individuals and families about Medi Cal covered services to meet identified needs. (4)
7. Inform juveniles, adults and their families of available community resources. (4)
8. Make periodic reports to the court on the progress, development and needs of probationers. (6)
9. Provides consultation and guidance to peers and staff to solve difficult casework problems. (6)
10. work with and secure the cooperation of social, law enforcement, recreational, religious, education and other agencies concerned with rehabilitation. (6)
11. Oversees, makes referrals for and coordinates the delivery of Medi-Cal covered health services. (6)
12. Oversees and follows up with a client to ensure she/he received the necessary Medi-Cal covered health service. (6)
13. Inform the court of violations of probationers and recommend action. (6)
14. Makes referrals for and coordinates the delivery of Medi-Cal covered health services. (6)
15. Follows up with a client to ensure she/he received the necessary Medi-Cal covered health service. (6)

**Deputy Probation Officer**

16. Gathers any information that may be required in advance of a referral to a Medi-Cal covered health service. (6)
17. Oversees and gathers any information that may be required in advance of a referral to a Medi-Cal covered health service. (6)
18. Obtain information from a variety of sources such as judges, victims, employers, families and friends of detainees, Probation, Parole, and Mental Health. (6)
19. Evaluate information, prepare reports, and make recommendations to the Court concerning bail adjustments and conditions for release. (6)
20. Counsel with juvenile and/or adult offenders and others concerned, according to a rehabilitation plan, with an ultimate goal of successful rehabilitation and discharge from probation. (6)
21. Conducts the most complex and difficult dispositional or pre-sentence investigations of adults and juveniles, prepares evaluations of the offender and the circumstance of the offense, and makes determinate sentencing and other recommendations focusing on protection of the community and rehabilitation and potential behavior modification of the offender. (6)
22. Supervise and counsel adult offenders placed on probation through personal interviews, written reports or by telephone calls. (6)
23. Set up reporting requirements, payment schedules and court ordered counseling. (6)
24. Counsel and guide probationers and assist in solving their emotional and social problems. (6)
25. Assure that offenders comply with the terms and conditions of probation. (6)
26. Conduct dispositional or pre-sentence investigations of adults and juveniles by interviewing offenders, families, victims, witnesses, police officers and others concerned to assess potential for successful probation, progress while on probation or to recommend sentences. (6)
27. In conjunction with direct service providers, writes treatment plans for offenders in the areas of medical, mental health, employment, education and substance abuse. (6)

### **Deputy Probation Officer**

28. In conjunction with direct service providers, writes treatment plans for offenders in the areas of medical, mental health, employment, education and substance abuse. (6)
29. Assesses the effectiveness of treatment plans and keeps direct service providers apprised of progress or problems. (6)
30. Supervise and counsel wards of the juvenile court and juveniles on informal probation. (6)
31. Arrange job placements; contact school officials for progress of juveniles on probation. (6)
32. Provides placement prevention services. (6)
33. Places and monitors wards in out-of-home care. (6)
34. Manages a difficult and complex specialized caseload, domestic violence, electronic surveillance and other probation services. (6)
35. Supervise and counsel wards of the juvenile court and juveniles on informal probation. (6)
36. Arrange job placements; contact school officials for progress of juveniles on probation. (6)
37. Prepare an evaluation of the offender and the circumstances of the offense for the Court, interpret findings and recommend a plan of rehabilitation or sentencing focusing on protection of the community and rehabilitation and potential behavior modification of the offender. (6)
38. Coordinates work with other professionals such as social workers, psychiatrists, therapists, district attorneys, public defenders, educators, medical specialists and others. (6)
39. Oversees and assists individuals and families with aspects of the Medi-Cal application process. (8)
40. Assists individuals and families with aspects of the Medi-Cal application process. (8)
41. Assists in planning and implementing intra-departmental workflow, and policy and procedural changes. (15, 17)

**Deputy Probation Officer**

42. Assists in planning and implementing intra-departmental workflow, and policy and procedural changes. (15, 17)
43. Keeps abreast of changes in the laws and regulations and makes appropriate changes to work processes. (15, 17)
44. Evaluates units' systems and operations and recommends and assists in implementing automated systems. (15, 17)
45. Implements new programs, grants or specially funded projects; prepares and updates procedural manuals. (15, 17)
46. Works with community and government agencies to identify and fill gaps in health and Medi-Cal services by collaborating and planning for clients and families in need of such services. (15, 17)
47. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
48. Attends training related to the performance of MAA (20)

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Participant Signature (Please sign in blue ink)

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Date

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Participant Name (Please print)