

# ROBERT SMITH

## Juvenile Probation Officer III

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To match natural talents of teaching and public speaking, acquired training received through extensive years in military service, and both civilian and professional educational accomplishments with the needs of the organization that will benefit most.

## EXPERIENCE

### **Juvenile Probation Officer III**

#### **ABC Corporation - OCTOBER 2000 - MARCH 2004**

- Direct field supervision of juvenile offenders including home and school visits, weapons and contraband searches and drug testing.
- Enforces adherence to court-ordered conditions of probation; Counsels and advises probationers and their families regarding pertinent personal, social, educational, financial, vocational and health matters.
- Writes and presents reports to various courts, officials and agencies.
- Performs varied supervisory, security and treatment duties for offenders assigned to intensive probation programs; conducts home assessments, interviews and advises parents, develops and implements a treatment plan for juvenile offenders.
- Teaches and models social skills; applies behavior modification techniques; plans and supervises various programs, such as physical education, work experiences and recreational activities.
- Identifies and develops community resources and support programs; maintains communication and liaison with law enforcement, court, social service and community resource personnel and agencies.
- Maintains a variety of records and case files; writes reports, statements, legal documents, correspondence and other written materials.

### **JUVENILE PROBATION OFFICER**

#### **ABC Corporation - 1998 - 2000**

- Met with juvenile offenders and their family members to assess the risk to the community and make appropriate referrals for services.
- Prepared various detailed reports within a specific time frame for the Court to provide the Judge with information needed to make decisions regarding case disposition.
- Collaborated with the State Attorneys Office and provided information and recommendations for case disposition.
- Attended various Juvenile Court hearings.
- Maintained a large caseload of juvenile offenders and prepared files to be audited by the state of Florida.

- Dealt with juvenile offenders and their families in difficult and sometimes hostile situations calmly and effectively.
- Completed Juvenile Probation Academy Attended regular training on street gangs, narcotics, and self-defense..

## **EDUCATION**

- Master of Divinity - (Liberty University - Lynchburg, VA)

## **SKILLS**

Ultra Runner, RRCA Certified Running Coach.